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Library Economy and Bibliography

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JULY, 1893

ABSTRACTS OF PAPERS, ETC.

For Contents, See Next Page.

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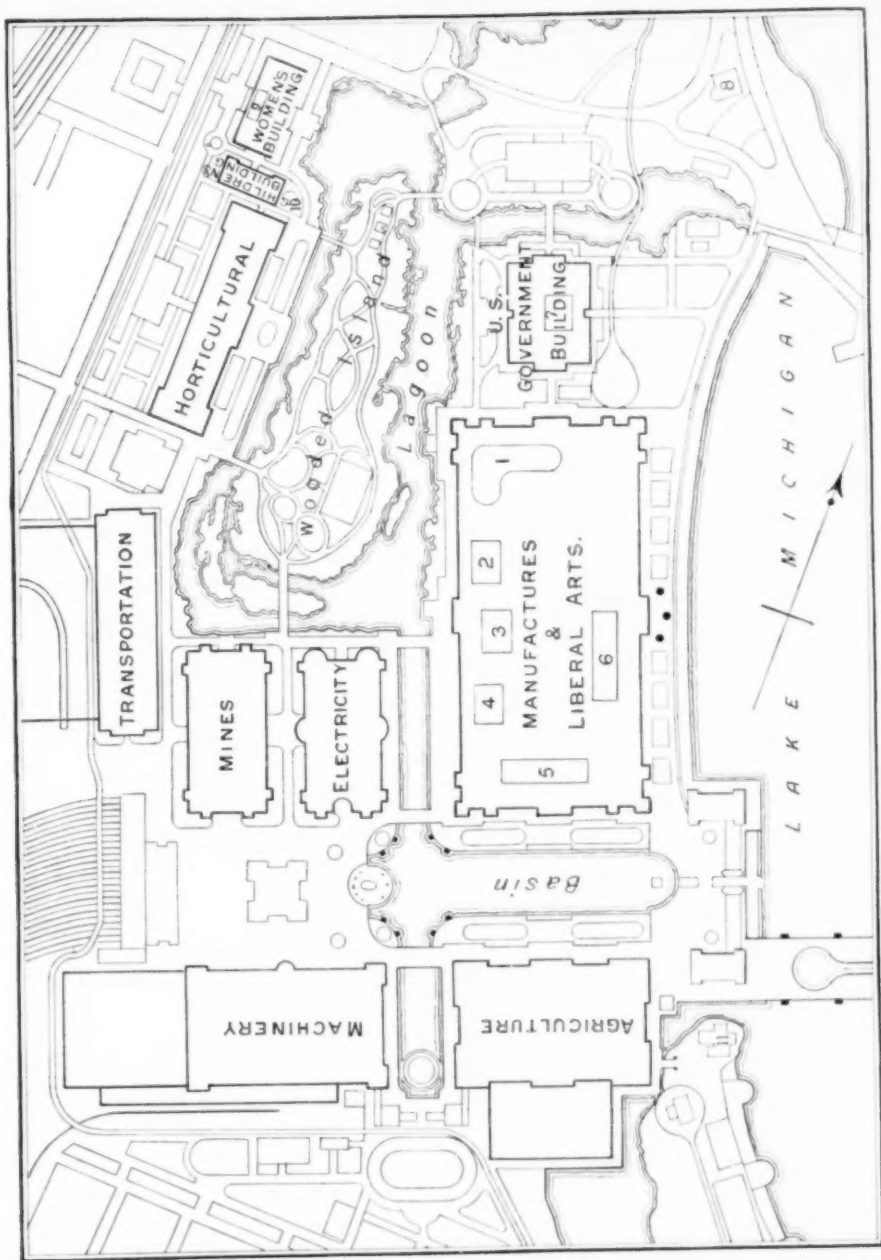
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PLAN SHOWING LOCATION OF BOOK EXHIBITS IN WORLD'S COLUMBIAN EXPOSITION.

- | | |
|---|---|
| 1. Exhibits of U. S. publishers, N. W. gallery. | 7. A. I. A. exhibit. Dept. of Bureau of Education. |
| 2. German university exhibit, W. gallery. | 8. German publishers' exhibit. |
| 3. Italian publishers' exhibit, W. gallery. | 9. Woman's library, W. gallery. |
| 4. English educational and publishers' exhibit, W. gallery. | 10. Children's library. |
| 5. U. S. educational exhibit, S. gallery. | 11. Exhibition of books on Columbian discovery, ms., etc., in Convent of La Rabada. |
| 6. French publishers' exhibit, E. gallery. | |

ABSTRACTS OF PAPERS, ETC.,

WORLD'S FAIR CONGRESS AND CHICAGO CONFERENCE

JULY 13-22, 1893.

LIBRARIES IN RELATION TO SCHOOLS.

BY HANNAH P. JAMES, *Osterhout Free Library, Wilkesbarre, Pa.*

Objects to be attained: To so impress the importance of the public library as an educational medium upon the instructors of youth that the school and the library shall work together for the same end: the education of man.

How to begin: The importance of obtaining the coöperation and support of school authorities.

To interest teachers: Personal influence; attendance at teachers' meetings.

How to aid teachers: A special assistant for school work; special hours for assisting teachers and pupils; reading-lists of books for school use, classified, with notes; written lists of new books as received; the use of Sargent's, Caller's, Hardy's, Hewin's, and other lists, with call-numbers attached to titles.

Grades allowed use of books: Some libraries allow high-school students only to draw books for school use; the majority grant the privilege to high and grammar schools, leaving out the primary grades. It is considered best to extend the privilege as much as possible. Better results will be obtained in higher grades by pupils trained in the use of books from the beginning.

Number of volumes loaned: From 2 to 30 volumes each are allowed for school use by different libraries. The average number loaned by 50 libraries is 7; 32 libraries report no limit. Milwaukee allows one volume to each pupil.

Special libraries: In several libraries what are called "special libraries" of 50 volumes each are sent to different schools instead of, or in addition to, those loaned on school cards. These are kept from 6 to 8 weeks and exchanged, at expiration of the specified time, with other schools. They often contain duplicates for sim-

ultaneous reading. Detroit, Worcester, Milwaukee, Cleveland, Columbus, and other cities use this method. Detroit has 4000 volumes circulating in this way, 2000 of them in the high school.

Duplicates: Duplicates varying from 2 to 100 copies are used by different libraries; they are frequently of value in simultaneous class work. When a limited number is loaned more variety and fewer duplicates are advisable. For grammar schools 6 copies of any one book are usually sufficient. Buy carefully up to demand rather than beyond it.

Fiction: Unless of decidedly moral or educational character, it is seldom allowed; some libraries except historical fiction; some allow 1 volume of fiction to 8 or 10 others; and many allow none at all except to lowest primary grades. In the latter grades the old classic fairy-tales are useful; also Andrews' "Seven little sisters," Kirby's "Aunt Martha's corner cupboard," with similar books, which easily lead to more serious study.

Limit of time allowed and care of books: Books are usually loaned to schools for a limited time, with privilege of from one to an indefinite number of renewals. Others issue for an unlimited period. Torn books should be returned to the library immediately; lost books, paid for by loser or by school.

Record of school circulation: As a rule this has not been reported, because in most of the libraries heard from no special system is used. A ledger account with each teacher, kept in small pass-books and arranged alphabetically by teachers' names, is desirable, and shows all the books drawn. In some cases the charging-slip

system is used. Special cards are generally found useful.

Influence of library on pupils: The closer connection there can be between the library and the pupils the better. A letter of advice and suggestion as to books from the librarian to the children is greatly appreciated and has good results.

Reference use by pupils: This is usually extensive. Some libraries have daily visits from whole classes. Others afford every possible aid, many devoting Saturday forenoons and two hours after school to school work.

Class-rooms: Few libraries have special classrooms for school work; though many recognize their value.

Teachers' cards: Extra books for study purpose are usually allowed to teachers, the number varying from two to any number desired; they are generally allowed for a limited time.

Teachers' influence on home circulation: This is often decidedly noticeable. Teachers are efficient helpers in procuring the entrance of good books into families which could not otherwise be reached; they should be encouraged to help in every way.

LECTURES, MUSEUMS, ART GALLERIES, ETC., IN CONNECTION WITH LIBRARIES.

BY JAMES BAIN, JR., *Toronto Public Library.*

Progress since 1876: Chapter on art museums and public libraries by Prof. Freeze, in the report for 1876, on public libraries, by the Bureau of Education, in which he urges their union, points out the advantages and economy of the combination and its value in educating and stimulating the artistic tastes of the community. In 1881 Mr. James Hibberd, Preston, England, printed his notes on free public libraries and museums, which reviewed the status of free libraries throughout the world and pressed the claims of museums to form part of the educational apparatus of libraries. Dr. Homes' paper at Washington conference, 1881, advocated the addition of both art galleries and museums to public libraries, and pointed to the series of acts passed in the United Kingdom, encouraging and assisting the movement. The discussion which followed brought out two objections: (1st) that all the funds raised were for libraries proper, and that to divert any portion was to the injury of the library; (2d) that the librarian requires his whole time for his regular work. As a whole the meeting was opposed to the views of Dr. Homes. At the Lake George meeting, 1885, Dr. Homes supplemented his paper by a history of the later legislation on the subject, principally in the United Kingdom. Mr. C. Whitworth Wallis, curator of the Birmingham Art Gallery, read a paper before the L. A. U. K. (Birmingham, 1887) on the "Connection between free libraries and art galleries," laying stress on the success which has attended the Birmingham experiment as a warrant for further extension. Mr. Thomas Greenwood published (1888) "Museums and art galleries," which includes a detailed description of most of those which formed part of free libraries.

At the Baltimore adjourned meeting (Lakewood convention, 1892) inquiries were made as to whether any library had tried the combination, but no response was received. In the *Atlantic monthly*, July, 1893, Mr. E. S. Morse has a paper, "If public libraries, why not public museums?" urging strongly the value of museums to cities and towns and taking the position that they should be supported by a special tax like public libraries.

Desirability. Dr. Homes points out that museums may be either of science or of art, or of both kinds together. "The motives for maintaining them at the public expense are: 1st. The aid which they give to the industries of the country through the positive instruction which they impart. 2d. The refining and elevating character of the change and recreation which they afford. 3d. The stimulus which they give to the mind, by suggesting farther pursuits of the hidden knowledge which the exhibited objects indicate. 4th. The frequent visits made to them by persons of all classes, showing how much they are appreciated, attest that they are the want of the many and not a luxury for the few." The advantages of uniting free public libraries, museums, and art galleries are from the standpoint of utility and expense, and of benefit to both library and student from the conjunction of specimens and books. Emerson's view of the subject. Objections to the union are: (1st) that the librarian has enough to do looking after his books; (2d) that all available funds are required for the purchase of books and maintenance of the library. Later objection answered by the example of the United Kingdom.

History in United Kingdom. Establishment of free museums preceded free public libraries, caused by abundance of materials. Permission to unite given by Act of Parliament, 1850. Various amendments and revisions since have given power to increase the rate to one penny in the pound, to purchase specimens as well as books, to add art galleries, schools of science or art, or all of them, and to enable smaller parishes to unite for this purpose. Forty-one free public libraries and museums or art galleries, or both, are now in operation. The typical example chosen is Liverpool, because of the completeness of its collection, the success which has attended all the various portions, and the large amount of work done with the rate allowed by law. They report "that free lectures have now for a period of 28 years formed part — and in their results a most important part — of the educational work carried on in connection with their institution." An art gallery was established in Birmingham in connection with the public library, in 1864, and an art museum, in 1870, both of which have been very successful. Mr. Wallis' (Birmingham meeting, 1887) arguments in favor of union: (1st) first of all, their aims are identical, for they have in view the one end — the culture of the people; (2d) they appeal to the same mental faculties; (3d) to a very great extent, one of them, the museum, to carry out its proper functions is, in a great measure, dependent upon the other — the library. A number of other examples of successful combination in the United Kingdom are quoted. Mr. Justin Winsor's opinion of the value of museums of antiquities, as adjuncts to public libraries in the United Kingdom (*Nation*, li. 224). Conclusions as to the United Kingdom: (1st) that the union of the three institutions has been successful; (2d) that it is possible to carry on all the work upon the moderate rate which the act permits; (3d) that invariably museums and art galleries commend themselves so much to the wealthy, that a large proportion of their contents will consist of donations.

In the United States. In the United States the conditions of life were different. Books and the knowledge they impart were in demand, while antiquities were not abundant. Great change, however, has taken place during past 40 years. Libraries are becoming plentiful, large sums are granted or donated for their maintenance, and a more extended and purer love of art and science prevails. Does it not seem as if the time had come for the adoption of fuller and more perfect

methods of reaching, directing, and stimulating the public?

In 1876 Boston Athenæum only example of a library and art gallery combined. City of Minneapolis obtained, in 1885, a charter enabling them to establish and maintain "public libraries and reading-rooms, galleries of art and museums." Has already a fair commencement of art gallery and art museum. The New York Circulating Library reports (1889) that a rich donation of engravings, photographs, and casts has been placed upon the walls, and greatly promotes a taste for books on art and artists. Worcester and Toronto report that the exhibition of the Arundel Society prints tends to awaken an interest in art. Reports also have been received as to the exhibition in outer rooms of illuminated mss., artistic printing, medals, etc. Malden, Mass., says (Report 1888): "If there has ever been a doubt as to the expediency of connecting an art gallery with a public library, it has been dispelled in our experience. . . . The gallery is a most important and helpful companion to our books." To effect the same end the Salem Public Library has availed itself of the proximity of the Peabody Academy of Science, placing with the specimens references to books in the library treating of them. The Buffalo Public Library trustees have arranged their beautiful new building so as to lodge the Natural History Society, Art Gallery, and Historical Society's Museum under the same roof.

In 1883 the Province of Ontario passed an act authorizing the establishment by cities of free libraries and museums, but no library has yet availed itself of the permission. Finally, New York State, in 1892, amended the library act so as to apply equally to libraries or museums, or both combined.

It is evident, therefore, that the tendency is in the direction of combining museum or art galleries, or both, with public libraries.

Hints for management. Do not be afraid to start with a small collection. Get the reporters to write up the donations as they come in and make it generally known that you want specimens. Some of the best museums in the United States do not buy anything. Reserve always the right to exclude what is useless, and above all carefully label the specimen with the name and address of the donor. Enlist, if possible, the interest of the Natural History, Historical, or Art societies in the work. Place your collections or pictures in a spare room, well lighted, and arrange for extensions. Never permit the library proper

to be used for the exhibition of pictures or specimens. Engage an educated assistant to take charge, under the general guidance of the librarian. If she has any love for her work she can easily take charge, enter specimens in the accession-book, label, and give such information to visitors as may be necessary in a small museum. 6 to 8 hours per day is long enough to keep open. The connecting link with the books must be closely maintained not only by giving references to special books, but by exhibiting side by side with the specimen special plates referring to them, or by erecting small shelves on which can be placed the most convenient manuals for immediate reference. The label on each specimen should be clear and distinct, giving the scientific and common name, locality, and the name and address of the donor. Make your natural history collection typical of the neighborhood. Much may be done by a large relief model of the surrounding country or by geological sections painted upon the wall. In manufacturing cities organize a technological museum, comprising specimens of all kinds of raw material and of the same in various stages of manufacture. If free lectures can be arranged, having for their subject the contents of any of the cases or of books bearing on them, a wider interest will be taken, not only in the museum but in the books. When opportunity offers, have open nights, and exhibit some special attraction. Collections of art workmanship and pictures are very attractive, and loan exhibitions can always be arranged once a year. Valuable paintings can be secured on loan for longer or shorter periods. Exchanges for limited periods could be effected with other institutions of a similar character. Casts of almost all the famous European statues can be obtained at small cost.

The librarian must never forget that the museum is neither a store-house nor a bazaar, but an

additional means of extending and popularizing knowledge, therefore his collections are worthless unless systematically arranged and his pictures properly described, and that at all times the rooms must be kept bright, attractive, and comfortable.

Librarians will find A. R. Wallace's "Museums for the people" (*Macmillan's mag.*, xix. 244) full of information for their guidance in forming a museum.

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LIBRARIES FROM THE READER'S POINT OF VIEW.

By JAMES K. HOSMER, *Minneapolis Public Library*.

POINTS on which all readers and all librarians agree :

Libraries to contain books required by readers.

Readers to be courteously treated.

Reading-rooms to be properly aired, lighted, heated, supplied with suitable appointments, and near at hand to books.

Point on which difference arises :

Freedom of access to books.

1. Should books be covered? By so doing readers deprived of a certain pleasure. A handsome book wins respect for itself. Opinion growing that to cover books costs more than it comes to. (See paper by T. W. Higginson, L. J. 16 : 268.)

2. Should access to shelves be allowed? Reasons for forbidding access to shelves :

a. Danger from theft, mutilation, and careless handling.

b. Embarrassment to administration from disarranging books and occupying space required by attendants.

c. Probability that general readers will be better served by attendants familiar with the books than by helping themselves.

a. Danger from theft, mutilation and careless handling

The poor and socially depressed not the class to be feared in a library.

The well-to-do and those of cultivated taste more likely to furnish trouble. Experience of Pawtucket (*L. J.* 17: 107, 139). Variety of experience. Unfortunate experience of Western New York, Mercantile Library in Philadelphia, and College of New Jersey. Fortunate experience of Pawtucket, Denver, Cleveland, and Minneapolis. Majority of testimony, however, that thieves and mutilators rare. General verdict that readers can be trusted.

b. Inconvenience to administration. Disarrangement can be prevented by requiring readers not to return books to shelves; embarrassment

to attendants, by having sufficient space; space lost by giving room to readers among the shelves can be compensated by making reading rooms outside smaller.

c. That the attendant can select better than the general reader. No American will admit this. Paternalism out of favor. Each one knows best his own taste.

Disposition in favor of more freedom of access rapidly gaining in America.

English librarians in general said to be less favorable. Exceptions, however. Policy of British Museum. Article in *Library*, iv. 302. "Put the public inside and the staff outside the counter."

Railed space for new books at Minneapolis.

Articles on access to shelves in *LIBRARY JOURNAL*: Mrs. Sanders at Pawtucket, 14: 40. J. K. Hosmer, 15: 33. Conference No. Herbert Putnam, 15: 230, 16: 62. Conference No. W. H. Brett, 15: 296, 16: 34. Conference No. 17: 445. T. W. Higginson, 16: 268.

LIBRARIES FROM THE READER'S POINT OF VIEW.

By G. ILES, *New York City.*

A POINT of importance to the reader is that a library have its catalog in any form but that of books and detached lists. The card catalog, from its presenting all titles continuously, is vastly to be preferred, and this catalog in turn is now rivalled by the Rudolph Continuous Indexer, which, from its non-liability to wear or soiling, removes the excuse oftenest given for withholding the card catalog from the reader. Only when the catalog and the shelves are at the free disposal of the reader does the public library stand by the promise of its open door.

But a reader, especially of the serious stamp, needs yet more; how shall he know which of the many books offered him in a catalog can best serve his purpose? Suppose that he is to inform himself regarding recent applications of electricity, or certain of the latest achievements of the camera, which of the scores of works at hand will answer his questions in the clearest way? If, in a very different branch of literature, he seeks knowledge concerning the government of the nation, or wishes to acquaint himself with the fundamentals of political economy, what authorities shall he choose?

A response to these inquiries is given at the model library shown by the American Library Association as part of the Columbian Exhibit of the National Department of Education. There

following each card title is a note: in the department of electricity by Mr. F. B. Crocker, professor of electrical engineering at the School of Mines, Columbia College, New York; in that of photography by the Committee on Literature of the Camera Club, New York; in that of American Government by Dr. J. C. Schwab, instructor of political economy, Yale University; and in that of general political economy by Mr. E. R. A. Seligman, professor of political economy and finance in the School of Political Science, Columbia College. (The notes, printed on slips, are distributed at the desk of the library exhibit.) It is hoped that in connection with the American Library Association a bureau will be established for systematically extending this plan of appraisal to the whole working literature of education. To be as useful as it can, a note-card should tell: Whether a book is a compilation or a transcript of fact and experience by a doer or a worker; the comparative merits of various editions where they exist; for what classes of readers a book is best suited; its special excellences or defects, and important errors; how it compares with other books in the same field, and if in its field, let us say, of taxation, or money, there is no book up to date, reference may be made to sources of information in periodicals or elsewhere; if a book treats a subject in debate, as

homœopathy, protection, or socialism, fact and opinion will be carefully distinguished, and views of critics of opposed schools may be given; and, finally, the best extended reviews will be mentioned. The annotator should append his name and place, with date.

It has been estimated by the American Library Association that books of importance do not exceed 10,000 in number; it is suggested that these works, divided into departments, be annotated for public libraries by the men and women most fit for the task. Every day these men and women are asked for direction in the fields of literature they have made their own — through the public libraries their judgment can be placed at the service not of an individual here and there, but at that of every inquirer in America. Guidance here will chiefly come from teachers whose life-work it is, in the study, the class-room, or the laboratory, to know the latest books in a specific domain, and master the best, whether old or new. To these teachers can be joined scholars and critics of distinction specially versed in history, belles-lettres, or the literature of art. So far as an appeal has been made to teachers and others on behalf of this new aid to readers, the most cordial response has been given; busy men have turned aside from pressing tasks to write the notes now offered in the model library. Their generous assistance has arisen in seeing that the need for the help contemplated in this plan of book-notes is urgent and growing.

As to the financial side of the plan: the annotation of 10,000 important books, including note-cards to, say, 500 libraries, is estimated at \$100,000, and the time necessary for the task at one year. To continue the work upon new books of the same relative importance, as they appear, would probably require \$10,000 a year. Can this cost be collected from the libraries served? It is doubtful. As elsewhere in the field of education a service worth vastly more than its cost cannot be paid for by the men and women to whom it is rendered. An opportunity thus offers itself for an endowment which, at no greater outlay than that needed to establish and maintain a single good library, can double the usefulness of 500.

It is said, and with truth, that in many of our towns and cities there is but slight demand for the guidance proposed in this scheme for book-

notes; but is it disputed that that demand ought to be increased, and how can it be increased better than by supply? Let the trustees of literature rest content only when the treasures in their keeping are hospitably proffered to the people — the invitation made as telling as it can be by having the best critics join in it. If the ignorant choose to remain untaught, to miss the light and lift that books stand ready to bestow, let them do so only when every means of winning their interest has been exhausted.

Periodicals steadily encroach upon the sphere of books, and often bring the themes of books down to date in an indispensable way. Existing attempts at the indexing of current periodicals are so faulty as to be of slight service. Beginning with 1894 an index to periodicals, on a new plan, is promised, to be published weekly in New York. Each successive issue during a quarter will recapitulate all the titles from the beginning of a quarter; at the end of the sixth, ninth, and twelfth month a special issue will recapitulate all the titles from the commencement of a year. This index is made possible by the Mergenthaler and other machines, which cast type in cheap metal in solid lines. The titles of articles each cast as a line lend themselves to the weekly additions and reclassifications needful in printing a continuous index. One of its publishers will be Mr. C. Wellman Parks, at present in charge of the library exhibit in the U. S. Government Building at the World's Fair.

This enterprise will leave the reader but one other means of reference to wish for; an index to the transactions of learned societies, the proceedings of institutes and academies, of such government offices as issue reports. Mr. Talcott Williams, of the *Philadelphia Press*, who has given the question a good deal of thought, estimates the expense of indexing this important branch of literature at \$50,000. His suggestion is that the work be attacked coöperatively, and that publication of the manuscript indexes be sought at the hands of the Smithsonian or other public-spirited institution. Mr. Williams believes that quite a group of learned societies could provide the money needed to index their transactions; for the rest he proposes an appeal to unpaid volunteers, such as those who have in times past done so much to bring the bread of knowledge within reach of the people.

LIBRARIES FROM THE READER'S POINT OF VIEW.

By PAUL LEICESTER FORD, *Brooklyn, N. Y.*

THE first part of this paper is devoted to a consideration of what to the reader is the most important feature of a library, viz.:

Ease.

Under this heading the following points are touched upon:

1. The saving of time ; by printed notices ; by information-desk.

2. The avoidance of mechanical routine ; by minimizing the amount of writing, filling up blanks, etc., to be done.

3. Quick transmission of books from shelves to readers ; by rolling shelves, book-elevators, book-railways, and other devices.

4. Easy access to reference-books.

5. Free access, for examination and selection, to new and popular books.

6. Advantages of admission to shelves.

7. The simplifying of reading-room study by numbering the tables and delivering books to each student at his own table.

8. The advantages and necessity of a printed catalog ; chief defects of a card catalog from the reader's point of view, viz. : its illegibility ; slowness, difficulty, and awkwardness in use ; the impossibility of cross-reference ; the blocking of large sections by a single user ; and the standing and constrained position involved.

9. Necessity of listing accessions, either by printed bulletins, library newspapers, or daily press.

The second part of the paper is devoted to *Completeness*.

Here the first essential is books. The supply of these has natural limitations, but by proper use of all available resources much can be accomplished.

1. Specialize every library as far as possible in relation to its locality and clientele. The following basis is suggested :

A. The books which presumptively every library, varying with its nature and the demands on it, recognizes as necessities.

B. Books required by the locality, such as local histories, publications of local authors and publishers, etc.

C. Books needed by or treating of industries or occupations special to the region.

D. Books called for by classes of individuals, caused by resident foreign races, political questions, or the temporary demands created by even a lecture course or a "social fad" of the moment.

E. Books which seem for various reasons especially appropriate to the library, and therefore likely to be called for.

F. Finally, books asked for in a reader's "request-book," which should be prominently displayed in every library.

2. The subject of mutual library specialization should have due regard.

3. Copies of all the printed catalogs of local libraries should be owned and placed within the reader's reach. By "slipping" extra copies and arranging in one volume, a valuable approximation to a "union" catalog can be produced.

4. Every effort should be made to establish a system of mutual loans between local libraries.

5. Above all, books should be made available to readers ; this can be well done by specializing, by indexing local views, maps, and periodicals ; and by collections of local newspaper clippings, including theatre programs, advertising circulars, etc., etc.

ADAPTATION OF LIBRARIES TO CONSTITUENCIES.

By S. SWETT GREEN, *Worcester (Mass.) Public Library*.

1. STUDENTS' libraries in small towns : The unwisdom of placing a students' library in a small town in which there are few persons who will use it ; rare books can be better placed in the library of a county-seat, on condition that the receiving library be open for free consultation to all residents of the county, and that books be delivered, under proper rules, to smaller towns when asked for by persons desiring to use them at home.

2. The recent action of the trustees of the Thomas Crane Public Library, of Quincy, Mass. Consideration of the decision that a working library of 15,000 volumes is all that is needed to supply the general wants of a city of 20,000 residents ; a book-limit of 20,000 volumes to be kept by weeding out books that never have been

needed in a popular library, or that have become useless in the passage of time, and by removing volumes of government publications, duplicates, books of an ephemeral interest, and those unsuited to the locality. Advantages of the Quincy plan : It is proposed to keep the printed catalogs of the small library up to date and to scatter copies widely throughout the city by selling them at a nominal price ; and to use more money than in the past in making, printing, and keeping up to date good catalogs, special reading-lists and lists for children. By keeping down the number of volumes in the library, and consequently reducing the expense of cataloging, this can be done. This is in accord with the principle that a small library, well cataloged, is more available and useful than a large library poorly

cataloged. The library will in no sense be made a special reference library, in view of its proximity to the great special libraries of Boston and Cambridge. In this plan is a bold attempt at the adaptation of a library to its constituency.

3. Shall this attempt be seconded? Objections to the Quincy plan: the wisdom of discriminating "weeding" in a library. There must be, in many parts of this widely extended land, large and growing libraries, the aim of which will be to acquire very large general and special collections of books, especially adapted for study and reference use. Somewhere there should be accessible every book, pamphlet, and map published in the United States. The requirements of larger cities: Worcester, Mass., Cambridge. The John Adams Library, of Quincy, as a reference library containing many rare books, would be of more value and use if given to the Boston Public Library or to Cambridge than in its present location, where it is not easily accessible to the class of students who would be apt to use it. The necessity of "weeding" a library wisely; broad-minded intelligence is needful in making decisions as to what books are no longer useful. In many cases there is as much need for the services of an expert in discarding books from a library as in selecting them for it. In growing towns the difficulty of deciding how large a library was needed would be very apparent. The necessity of foresight and generous provision for future growth.

4. How shall provision be made for students or inquirers in small towns, under the Quincy plan? What shall be done to aid those persons who wish to make somewhat extended inquiries, and who cannot afford time or money to visit the large special libraries? Librarians and trustees should be ever on the watch for these inquirers, and should help them in every way possible, viz.: by printed catalogs, frequently issued; by personal assistance, whenever practicable; by purchasing books desired, if necessary; by introducing the student to the officers of a large

neighboring library: by borrowing the books desired from another library; or, if the investigator had leisure, but not money, by paying his car-fare to the town in which the library to be consulted is located.

5. Mutual loans between libraries. Gradual growth of the practice; extension of this privilege by large libraries; advantages of the system.

6. The selection of books. It is advisable not to accumulate books promiscuously, but to practise a system of differentiation in their collection. In regard to public documents, small libraries should confine themselves to those only of their own towns and States and to a few of the national documents which relate to matters of general interest. In large libraries and those connected with educational institutions *all* public documents are of the greatest service. Mr. Cutter's maxim that "local pamphlets should be given to local libraries, professional or scientific pamphlets to special libraries, miscellaneous and all sorts of pamphlets to larger general libraries," is excellent advice. Specialization in libraries: public documents and law-books for State libraries, works on belles-lettres, biography, history, travel, etc., for subscription libraries; industrial books for public libraries in manufacturing towns. Books discarded from the shelves should not be destroyed. They should be disposed of in such a manner as to reach the persons to whom they will be useful, either by (1) sending them to libraries which need them; (2) sending them to auction-rooms, or (3) disposing of them to second-hand dealers. A system of exchange is advantageous in disposing of discarded books. When but little money is available for the purchase of books, it is very desirable that it be spent with the closest regard to the actual needs of the constituency for which the expenditure is made. It is also suggested that small libraries in neighboring towns might agree to each spend a few dollars a year on some specialty: botany, geology, zoölogy, etc., each library taking a different specialty and lending to one another.

BRANCHES AND DELIVERIES.

BY G. WATSON COLE, *Jersey City Public Library.*

This phase of library work is one to which little attention has been paid in the discussions which have taken place, either in the conference of the American Library Association or in the volumes of the LIBRARY JOURNAL. Such being the case, I have been obliged to obtain informa-

tion on this topic by communicating directly with such libraries as were most likely to have adopted either of those means of increasing their usefulness by a wider dissemination of their resources.

In order to reach such libraries the govern-

ment list of libraries of 1886 was carefully gone over, and such libraries selected as, from their size and character, seemed to warrant the presumption that they may have made use of branch libraries or delivery stations. In this work certain classes of libraries were omitted, such as college libraries, State libraries, and such others as were known to be purely libraries of reference.

To those thus selected a circular letter was sent containing the following questions:

1. Does your library make any use of *branch libraries*?
2. How many?
3. Number of assistants employed in the respective branches, and cost of maintenance.
4. Location and distance of each from main library?
5. Number of vols. in each?
6. Number of vols. added annually to each, and cost of same?
7. Are vols. in branches duplicates of those in main library?
8. Are there reading-rooms in the branch library?
9. How extensively are they supplied with newspapers and periodicals?
10. What facilities are provided in the line of works of reference, encyclopædias, dictionaries, atlases, etc.?
11. Can patrons of branches draw books from the main library?
12. Is this done directly from the main library or only through the branch library?
13. If in the latter way, how are books transported from main library to branches?
14. Does your library make any use of *delivery stations*?
15. If so, how many?
16. Location and distance of each from the main library?
17. In what manner and how often are collections and deliveries made?
18. What compensation is made for transportation?
19. What for services of station-keepers?
20. Total circulation for the fiscal year ending 189..?
21. Average cost of circulating each volume?
22. What proportion of your entire circulation for home reading is made through the stations?
23. Are there reading-rooms in connection with them?
24. If so, expense of maintenance for services and supplies respectively?

25. Do you make use of a combination of *branch libraries* and *delivery stations*? If so, please explain their working.

26. From your experience what changes would you make in your system were you to begin again?

In addition to the above questions the libraries to which they were sent were requested to send all printed matter in the form of annual reports, statistics, and blanks which would aid in imparting information as to their methods.

That a larger number of libraries have not adopted branches or delivery stations is perhaps due to the fact that their establishment is a somewhat new and untried experiment, which has been evolved in the growth of the free public library system.

The growth of libraries in this country, as elsewhere, has passed through several stages of development, of which this is the latest, and one that, in places where it can be used to advantage, will, I believe, come into more general use.

In the first stage of library development more attention was given to forming a collection of books than of putting it to a practical use when collected. The library in this stage became a mere store-house where information might be found, provided the library was of sufficient size to answer the demands made upon it by its patrons.

To this spirit of forming libraries we are indebted for most of the large reference libraries of the world, of which the college and State libraries, and those of historical and other societies having for their particular aim the collection of works on special subjects, are good types. The primary aim of these libraries was to meet the needs of a restricted class—scholars and students of general or special subjects, as the case might be—rather than to cater to the general public.

The second stage was reached when the public library was first thought of and organized, about 40 years since. It was the leading thought of the originators of this class of libraries, that much might be done for the cause of education and the entertainment of the general public, by the formation of libraries which should have for their primary object the circulation of books for home reading. As the public were to be the beneficiaries, it was but a step further to decide that the public should support and maintain these libraries for whose benefit they were established.

So great are the advantages which have arisen from the founding of public libraries that the idea has rapidly spread throughout the country,

and to-day we see libraries springing up in nearly every town and city where they have not heretofore been established. This impulse has been greatly accelerated by the work done by the American Library Association, since its formation in Philadelphia, in 1876, and its active career has, without doubt, done more than any other one factor to advance the cause of the free public library.

Those having the management and care of our public libraries have, in course of time, come to realize that the mere fact that a town or city has a well-equipped library from which the public are free to draw books for home reading does not fulfil *all* the requirements of the case. It has been said by the librarian of one of our leading colleges that the time has come when it is as unreasonable to require the public in a large town or city to depend upon one central library from which it must draw all its books as it is to require its inhabitants to buy all their groceries or meat at one store or market, or that they shall all attend one church.

This spirit has brought about the third stage of library development, in which the aim is to carry the library and its advantages to the very doors of the people. This stage is one of recent growth. No reference was made to this branch of library work in the Special Report on Libraries issued in 1876, and we search in vain for much light upon the subject in the files of the LIBRARY JOURNAL, which contains the history of the libraries of this country more fully than can elsewhere be found.

The methods thus far made use of in extending library advantages to the public have taken two forms, viz.: the establishment of branch libraries or of delivery stations, and in rare cases a combination of the two.

It is generally admitted that in towns or cities of large area, either thickly settled or having distinct centres of population, the benefits to be derived from the establishment of branch libraries or deliveries are unquestioned, but the question as to which is the better to be adopted is one upon which there is a wide divergence of opinion. In many places the difference in expense in successfully maintaining and carrying on branches or deliveries reduces the question to be solved to a single issue, as delivery stations can be carried on at a much less cost than branch libraries. But outside of these considerations it is seriously questioned by many libraries whether in cases where there are sufficient funds to maintain either it is a good policy to use the public

money in building up a series of branch libraries, and thus diverting the funds of the city into the formation of several small libraries, which, in their nature, must be largely duplicates of each other and of the main library, rather than in building up a strong central library, richer in its materials and hence of greater value to the place in which it is located.

Our investigations show us that branch libraries and deliveries are managed in various ways:

1st. We have the delivery station pure and simple, where books are collected and sent from the main library and all accounts with the borrower kept at the main library.

2d. We have the plan suggested by the New Hampshire Board of Library Commissioners in which distributing agencies are used. Books are sent to the agencies and retained in them for a time, during which they are circulated from the agency, independently from the main library. They are then returned to the library to be replaced by others.

3d. The establishment of delivery stations at which are reading-rooms and a small library containing *only* books of reference.

4th. Branch libraries pure and simple which circulate their books independently of the main library.

5th. A combination of branch libraries and delivery stations.

These different methods may, perhaps, be best illustrated by reference to specific cases.

The Free Public Library of Jersey City maintains 10 delivery stations, without reading-rooms or branch reference libraries of any kind. More than one-half of an entire circulation of the library is in this way laid down at the very doors of its readers.

I have been unable as yet to learn of any library which has adopted agencies as recommended by the Library Commission of New Hampshire. The Public Library at Cleveland, however, is successfully carrying on a work upon similar lines, but makes use of the schools instead of agencies as distributing points.

In Chicago we have another example of what may be done with libraries without the aid of branches. Here we find a large number of libraries with a few reading-rooms, 30 of the former and 6 of the latter. All books for home reading are drawn from the main library. In the reading-rooms from 80 to 100 periodicals are kept on file, and from 500 to 1500 volumes, which are used for reference only.

Another example is to be found in the Enoch

Pratt Library, of Baltimore. We have in this city the case of a library starting out from its organization with the establishment of branch libraries. It is a question whether all the advantages at present enjoyed by the citizens of that city might not have been better attained by the use of deliveries instead of branch libraries. The money expended in the building and equipping of the branches (which in this case amounted to about \$100,000) would then have been expended in building up its main library and making it stronger than it is at the present time.

The most prominent example of the establishment of branch libraries and delivery stations in this country is to be found in Boston. Even here the establishment of branch libraries was not undertaken until after the main library had accumulated a collection of over 150,000 volumes, thus having a strong central library to begin with. The annexation of different suburbs gave an opportunity for taking libraries already existing under the management of the public library. This could not but prove of great advantage to the smaller libraries, which have been swallowed up in the larger one. There are certain advantages to be obtained by smaller local libraries being placed under the

management of a large and well-equipped central library. But it is an open question whether, unless the parent library is already firmly established and has a large and strong library of its own, it is wise to scatter the funds in the formation of branches.

To sum up, it seems to be the generally accepted opinion, so far as can be discovered from the experience and practice of the libraries making use of either one of these systems or their variants, that in large towns or cities where libraries already existing can be brought under the management of the public library, it is for the mutual advantage of both to be under the control of the city, provided that the main library is large and strongly equipped.

If, however, the enterprise is a new one it is thought by many a much better policy to confine the collection of books to a single main library, from which distribution can be made to different locations within its area by deliveries or agencies.

The question as to the best system for any particular library to follow must, therefore, be largely one of policy and means, and must be governed by the local requirements of the place.

FIRES, PROTECTION, INSURANCE.

By R. B. POOLE, *Y. M. C. A. Library, New York.*

I. — FIRES THAT HAVE OCCURRED IN LIBRARIES.

Irreparable losses in ancient times before the invention of printing.

Losses by fire not as irreparable since the age of printing.

Libraries public trusts, negligence in their care criminal.

Celebrated libraries in Europe destroyed by fire in modern times: Birmingham, 1879, Brussels University, 1886, etc.

Fires in the United States in the last two decades — Mercantile Library, Phil., 1877; Public Library, Peoria, Ill., etc.

The smaller libraries sufferers.

Statistics from (*Insurance Chronicle*, N. Y., showing class of buildings burned in 1889 — 126 colleges and libraries.

2. — POINTS ON WHICH LIBRARIANS ARE SUBSTANTIALLY AGREED.

Statistics presented here from 50 libraries, aggregating 5,231,529 volumes.

2,193,359 volumes valued at \$4,076,875.

Estimate for 50 libraries, \$10,000,000.

Bureau of Education reports 3804 libraries, containing 31,171,354 volumes.

The volumes in 50 libraries reporting $\frac{1}{2}$ of the above, but they represent a larger proportion of value.

Libraries regard it as wise policy to insure.

31 libraries having 2,869,378 volumes, insure for \$2,043,322.

Amount probably under 50%, varying from about 33% to 75%.

36 buildings valued at \$8,186,617.

21 buildings are insured for \$1,166,550 (statistics here unsatisfactory).

45 out of 50 buildings are owned.

Official records show there are in the United States 986 libraries that own their buildings.

The enormous losses by fire in late years, 40% attributable to bad construction.

Architecture a comparatively new art in this country.

Rapid progress in architectural construction.

A. L. A. reports on architecture show that many of the new libraries are built on fire-proof principles.

Library construction before 1876.

Libraries to-day planned on fire-proof principles.

45 reporting are housed in their own buildings ; 19 fire-proof ; 4 so-called ; 9 partially fire-proof.

Constructed of brick, stone, and brick and stone generally.

Wood enters largely into construction of cases, wood 35, wood and iron 11.

Iron and wood for stairs — 21 iron, 16 wood. 21 have floors on fire-proof principles.

Nearly all report appliances for extinguishing fires.

21 libraries are better protected than in 1876.

Records or inventories of books generally preserved, but are not generally kept outside.

3.—QUESTIONS UNSETTLED IN THEORY OR PRACTICE.

Fire-proof construction a variable term.

First requisites.

Opinion of a prominent underwriter.

A Standard Building as defined by the Universal Mercantile Schedule.

Points about this building :

Protection of iron beams. *

Iron not as safe as wood unless protected.

Brick the safest material.

Windows and doors should be covered with tin.

30 libraries report no fire-proof doors and windows.

1 large insurance company recommends electric light, not gas.

Use of fire-stops should be especially emphasized.

In the use of iron and wood *dry-rot* and *rust* must be guarded against.

Materials covering iron must not be absorbents.

Cast-iron, wrought-iron, susceptibilities to rust.

Steel "skeleton construction" for fire-proof buildings.

Preservation of records.

12 libraries keep records in safe in the building.

6 in a safe and vault outside.

3 in a fire-proof vault.

2 protect records both in and out the building.

17 do not protect at all.

10 make no response.

Opinions of leading insurance companies on the importance of preserving records outside.

Valuation of books in many places not kept.

10 libraries cannot give value.

12 make no response on this point.

Protective measures.

16 have no watchman ; 8 report janitor on the premises only.

14 have iron shutters ; 5 do not need them.

Dispensing with windows as a protective measure.

32 have no fire-proof doors.

Insurance rates — standard building in standard city — 25 c. per \$100.

Variation of rates on books, 300 or more per cent.

7 have special arrangements with insurance companies. (To be noted.)

11 libraries have suffered from fire.

8 had loss covered.

19 libraries insure books imported ; but 8 sometimes only.

2 libraries have insurance on books at branches.

12 are in some jeopardy from water overhead, and 10 have suffered from this cause and from leaks.

Safe construction, an imperative duty ; public economy and lower insurance rates must result ; will conserve our library treasures.

Public confidence and support to be secured by it.

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Slow-burning construction. *American architect and building news*, Aug. 8, 1891, p. 89.

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FIXTURES, FURNITURE, AND FITTINGS.

By H: J. CARR, *Scranton (Pa.) Public Library.*

THIS is a general view of the best methods to follow in supplying a library with necessary fittings, rather than a detailed consideration of individual library appliances.

The principles to be observed in procuring or planning the furnishing of a library are stated as, 1st, usefulness and adaptation to the circumstances of each case; and 2d, that true economy may often be practised by obtaining the better, though more expensive, article at the outset.

The subjects considered are:

Book storage and shelving: For consideration of the subject, readers are referred to Dr. Poole's articles on "Organization and management of public libraries" (U. S. special rpt. on public libraries, 1876); "The construction of library buildings" (L. J. 6:69-77; also in *Am. architect*, 10:131, and separately by the U. S. Bureau of Education, as Circular of Information, No. 1, 1881), and "Small library buildings" (L. J. 10:250-256); also to "Library shelving," a careful study of the subject, which appeared in *Library notes* (ed. by Melvil Dewey, v. 2, no. 6, pp. 95-122, Sept., 1887).

For shelving, a height of 7 feet 6 inches to 8 feet, over all, should be an extreme height; the use of wall surface only is wasteful, double-face book-cases giving maximum of capacity for a given floor area. A medium shelf length of 2 feet 8 inches or 2 feet 9 inches will divide up space to advantage. 7 to 7½ inches usually gives ample width of shelf. For reference works cases are advocated having a fixed ledge about 3 feet from the floor. Cabinets and lockers for rare books should be provided; details of construction for all these fixtures are given more or less fully. Stack or open-room storage for large collections is, for public circulating libraries, undesirable, although sometimes useful in college and reference libraries. Galleries should especially be avoided.

Counters and delivery-desks: Best results may be attained by having height of top surface 42 inches from the floor; a counter 3 feet high with a desk of 6 inches super-imposed is also thoroughly useful. If to be used sitting down, 2 feet 6 inches is a fair average height. Good light on counters and delivery-desks is a most essential point.

Tables and reading-desks: Standard measurements are: 29 to 30 inches in height, no castors; size of top, 2 feet 10 inches by 5 feet, seating 6 persons, 2 at a side, 1 at each end; for smaller tables, 2 feet 6 inches by 3 feet 6 inches across top, or 3 feet square on top. Slides under table tops are desirable.

Office and cataloger's desks: May be made to order, if desired, but can be easily had in suitable styles in the market.

Chairs: Bent wood chairs are preferable; those of foreign manufacture have best finish and are stronger; but in the American chairs the rattan seats are most satisfactory; wire hat-racks can be usefully placed beneath chairs.

Umbrella-stands and hat-racks: No really satisfactory article; bentwood stands with drip-pan on floor are convenient and inexpensive.

Carpets: Comparative merits of linoleum, carpet, and matting. The most durable floor-covering is linoleum, which is easily laid, tolerably noiseless, and easily kept clean; carpetings are quickly worn out and troublesome on account of dust, moths, etc.; mattings are very objectionable, except as dust-catchers in passage-ways and aisles.

Reading-room fittings: Racks, files, and other methods of keeping periodicals.

Special appliances: Bulletin boards; pamphlet file boxes or drawers, fitted with "followers" or "compressors." The indicator not in use in America; economy and necessity of book-trucks.

GOVERNMENT, CONSTITUTION, BY-LAWS, AND TRUSTEES.

By H: M. UTLEY, *Detroit Public Library.*

CHARACTER and mode of maintenance modify the details of the government of libraries. Those commonly known as public libraries, established by municipalities and sustained by local taxation, are usually governed by boards of 5, 7, or 9 persons, with the mayor, president of board of education, or superintendent of public schools, *ex-officio*. The members are divided into groups,

one group retiring each year. The term of office is 3 to 5 years, and changes in the complexion of the boards must necessarily be deliberate. The election is by direct vote of the people at the annual school or municipal election, or by the common council upon nomination of the mayor, or by the school board; sometimes in part by each of these sources of authority.

In several instances there are women members. These library boards are bodies corporate, hold the property and funds of the library in their own name, and have exclusive control of the same. They make an annual report to the municipality, which report is required to show the amount of money received from all sources and the purposes for which it has been expended, the number of books purchased during the year, the number in the library, the extent of their use, and other facts of general interest tending to exhibit the proper discharge of the trust. These reports are printed for general information. The boards annually choose the usual list of officers from their own membership, though it sometimes happens that the librarian, who is not a member, is made secretary, and the city treasurer is *ex officio* treasurer of the library funds. The librarian is required to give a bond for the proper discharge of his duties and for a faithful accounting for all moneys and property which shall come into his custody. The same is required of the treasurer, unless fully covered by his official bond to the city. The usual standing committees are those on books, on administration, on reading room, on buildings and grounds, and on finance. Regular meetings are sometimes held once a month, more commonly twice a month. These meetings are open to the public and are frequently attended by newspaper reporters, who publish whatever transpires which they consider of public interest. Accounts against the board are first passed upon by the proper committee, who report their approval to the board, which orders a warrant upon the treasury in payment therefor. All bills are paid in this way, except certain small items which are paid by the librarian from moneys placed in his hands for this purpose, and of which he renders an account at regular intervals. The librarian is also required to make monthly reports of the moneys collected by him for lost books and for fines for detention of books, and to turn over such moneys to the treasurer of the board and submit his receipt for the same with his report. The term of office of the librarian varies from 1 to 3 years. In some cases there is no definite term, but all appointments, including that of the librarian, are during the pleasure of the board. This latter method prevents pressure of applicants at the end of a stated term, and also enables the board to get rid of an unsatisfactory appointee at any time.

There is a class of free public libraries which, though supported by local taxation, were found-

ed by some incorporated society or by some wealthy citizen or friend of the town. Libraries so founded are sometimes consolidated with a free library, or are turned over to the municipality on the condition that they shall be adequately supported at the public expense. In such cases provision is made for representation on the governing board of societies consolidated, or of the donor or his heirs. Sometimes a perpetual trust is established in the latter. The size of the board in such cases depends wholly on circumstances, though generally the public representation therein is substantially the same as that above set forth for municipal libraries. Where several organizations have been thus consolidated it occasionally happens that the governing board becomes quite a bulky affair. As a rule small bodies are found to work best in executive management.

Some libraries originally established as public-school libraries continue as such nominally though really for the use of all the inhabitants of the town. These are usually in the smaller cities and towns. In such cases the board of education is in control, but operates through a committee of 3 or 5. This committee has no executive authority to take final action, but appointments of librarian and other employees and expenditures of money are made by the board itself. As the library grows and its management becomes more complicated this method of government is found to be quite cumbersome, and boards of education are sooner or later quite glad to turn the whole business over to a commission, generally of their own choosing.

College libraries are controlled by the trustees of the college, through a library committee. Proprietary libraries are managed by trustees selected by the proprietors. Special libraries, such as law and medical, are similar in their management to proprietary libraries. Trusts established by private benefaction are governed by the peculiar provisions of each individual case, and no general rules are applicable to them.

State libraries are in very few instances managed by trustees. In most cases the governor appoints the librarian, with the advice and consent of the senate. There is a committee on library in each house of the legislature which considers matters of proposed legislation relating to the library and especially with regard to appropriations for it, but has no power or authority in intervals between sessions. The librarian has supreme authority in purchase of books and all

details of the establishment, controlled only by the law. He appoints his own subordinates. The governor generally has much to say about how things shall go in the library, and as he appoints the librarian his words are likely to be heeded. The difficulty in such cases is that librarianship comes too near being a political office. The incumbent is the creature of a political officer, is surrounded by politicians, and too often the tenure of his office depends upon whether or not he shall please them.

The points on this subject still open to discussion are mainly those which relate to State libraries. Where the method of governing by trustees, organized somewhat as are those of public libraries, has been tried it has been found to work satisfactorily. In general it may be said that whatever tends to remove the library in all its management and operations as far away as possible from partisan politics is to the ad-

vantage of the library. This is true of all classes of libraries, not alone of those owned by States. The instances are rare in which this disturbing element has shown itself in city libraries. The remedy in such cases lies in electing as trustees men who are entirely above petty considerations. Entangling alliances with religious denominations are to be avoided no less than with political parties. Bigotry and intolerance may be shown quite as offensively in one as in the other.

In another respect also some care should be exercised in selecting men for library boards. It is not every "good fellow" who would make a good trustee. Mental and literary qualifications being assumed, he should be a person of good sound sense, good temper, a capacity and a willingness to work. The trustee who gives no attention to the business of his board is only second in unfitness to the one who wants to manage the whole thing himself and in his own way.

THE TRUSTEES' RELATION TO THE LIBRARY.

By R. R. BOWKER, *Trustee Brooklyn Library.*

THE board of trustees, or directors, whether in a public or a private library, should be the governing, but not the administrative body — the final authority, but not the executive arm.

Board meetings should not be frequent, perhaps quarterly, but meetings of an executive committee should be held at least once a month. The by-laws should provide that when a quorum of the board fails the executive committee may meet and act without other notice.

The executive committee should consist of at least three men, one of whom should be practically versed in books, another in finance, another in building matters. If there are sub-committees, such as a library committee, a finance committee, a building committee, these three should be chairmen of these respective sub-committees.

A schedule of suggested by-laws will be found in the New York State Library law.

The librarian should be invited to be present during some period of each meeting of the board or executive committee for personal report as to library affairs and direct consultation.

The librarian should have the respect due to the working executive of an institution and should receive from the governing body, as a matter of course, its support in all matters concerning the practical administration of the library, except those properly beyond his authority, or those on which the board or committee feels required to take differing action.

A competent librarian can be developed and

retained only by giving him both power and responsibility, subject, of course, to the revision of the governing body.

Nothing is more hazardous to the proper working of a library than for a board or committee or individual trustees to take matters into their own hands and make the librarian a mere tool. On the other hand a capable librarian will desire the advice and support of capable trustees.

The appointment and discharge of other officials (except minor ones) should normally be by the governing body, on the recommendation of the librarian. In this way he is relieved of the final decision and yet is kept in control of the library administration.

In the selection of books, particularly, the librarian rather than a library committee should have the choice — it is he who knows, or should know, the needs of the community. Ordinary literature should therefore be ordered by him, promptly, to give readers prompt benefit of new books, within pecuniary limitations fixed by the governing body. Such purchases should be reported in writing at each meeting, with a list of books out of the usual course recommended or queried by the librarian, on which the library committee or the board should pass its judgment.

In a word, trustees should not attempt to be librarians, but should endeavor to make their librarian a live, responsible power in his field.

LIBRARY SERVICE.

By FRANK P. HILL, *Newark (N. J.) Public Library.*

THE writer sent a series of questions to 210 libraries. Answers were received from 118—only a little more than half the number. From outside sources information has been obtained concerning 111 other libraries.

These libraries represent all sorts, kinds and conditions, from the village library of 1000 volumes with a yearly circulation of a few thousand, to that of the Chicago Public Library with its yearly circulation of 2,094,094; and embrace free public, subscription, college, State, historical, reference and special libraries.

The questions were as follows:

Name.
Address.
Number of volumes in library.
Circulation.
Librarian: how appointed?
Political influence in the appointment?
Term of office?
Salary?
Select books?
Appoint assistants?
Fix staff salaries?
Purchase supplies?
Make regulations?
Decide methods of cataloging, classifying and lending?
General supervision?
Specific duties? If so, what?
Hours of daily service.
Vacation.
Holidays.
First year sent to A. L. A.
Sent to A. L. A. meetings at expense of library, or is time allowed, or both, or neither?
Staff: how appointed?
Examinations?
Total number employed.
List of titles with number employed in each department and average annual salary? Please answer on separate sheet. (If confidential, please so state it and the facts will not be given publicly.)
Changes in titles recommended?
Extra help paid by the hour or by the day?
Staff divided into departments? *i.e.*, cataloging, delivery, registration, reference,

bureau of information, slip-rack, reading-room, bindery.

Meetings for consultation and improvement?

Learn work in all departments or only in one?

Graduated scale of salaries: *i.e.*, so much first three months, and so on?

Vacations?

Holidays?

Allowed any time on account of illness, without loss of pay?

Allowed to make up time lost in other ways?

Hours of labor?

Catalogers work shorter time than other members of the staff?

Delivery clerks have time to do work other than at the delivery-desk?

Employ girls or boys for runners?

Send library messenger for lost books, or is such work done by the police department?

Separate room for catalogers, or work done in the delivery-room?

If in the latter, please state if the noise and confusion disturb the catalogers.

Any printed rules for the staff?

How many are members of the A. L. A.?

Many interesting facts are gleaned from the reports received, a few only of which can be given in this necessarily brief synopsis.

LIBRARIAN.

From a pecuniary point of view no one has been found bold enough to recommend librarianship. Several report that they earn all they receive, but I am still waiting for some one to say that he is making money out of his work.

It is not within the province of this article to name the qualifications necessary to become a good librarian, but rather to show the condition of Library Service as a whole.

The librarian as the head of the institution and responsible for its proper conduct should have control of the force even down to the janitors. He must show good judgment in the selection of his staff (when this privilege is given him), and be as capable of managing the business as the literary side of the library.

With the exceptions of most State libraries

and a few city libraries controlled by common councils, politics do not enter into the selection of librarians.

The term of office is usually during good behavior, though 52 librarians report yearly elections.

Duties. In 32 libraries the librarian is permitted to appoint assistants, select books, purchase supplies, make regulations, decide methods of cataloging, classifying, and lending; in 16 libraries the whole matter is in charge of committees; and in 36 others the responsibility is divided between committees and librarian. 6 librarians report that they act as secretaries of the boards of trustees.

Daily service and vacation. The average day seems to be about 8½ hours. In order to obtain this average it has been necessary to include a few who work only 5 hours, and quite a number whose time extends to 10 hours per day. Vacation-time varies from one day to three months, but a fair average is about 3 weeks per year. It is the exception to find holiday workers.

34 librarians have been sent to A. L. A. meetings at the expense and on the time of the library. 12 have been allowed time but not money.

Compared with Fabian conference, when 26 reported having been sent by their trustees, the showing is in the right direction.

STAFF.

Titles. It seems to be the general impression that it is best to leave this matter for each library to settle.

17 libraries report that applicants for positions have to pass written examinations before appointments are made. Some interesting material has been furnished on this point, and will appear in the handbook.

Time of payment. The payment of the staff is usually by the month, though in some few cases weekly payments are made, and in two instances librarian and assistant are paid only once a year.

Departments. 24 libraries have separate departments, as delivery, cataloging, reference, etc., and 16 report that the staff learns the work of only one department, except in cases of promotion.

Catalogers have longer rather than shorter hours than other members of the staff.

Vacations. It seems to be the accepted rule (with few exceptions) that assistants should have the same amount of vacation as the librarian.

Salaries. This is a burning question. All are interested in it. No one gets enough, and wouldn't if he had four times as much. College librarians get larger salaries—at a time—because they are paid only four times a year. However, salaries are on a much better footing than in 1887. To-day there are more \$2500–\$3000 positions than five years ago, and the general tendency is upward.

A synopsis of the points of agreement and points for discussion, as furnished by the statistics sent, is as follows:

POINTS OF AGREEMENT.

1. That only trained men and women should be placed at the head of libraries.
2. That politics should not enter into the appointment of trustees, librarians, or assistants.
3. That the librarian should be consulted in all matters relating to the management and efficiency of the library, and to plans for new buildings.
4. That the librarian should have appointment of all assistants in cases where the librarian is held responsible for the conduct of the library.
5. That the librarian should have control of the janitorial force.
6. That salaries should be placed on the same basis with teachers in the public schools.
7. That salaries should be increased.

POINTS FOR DISCUSSION.

1. What proportion of income should be expended in salaries?
2. What titles should be given to members of staffs of more than 2 assistants.
3. Should libraries be closed for stock-taking?
4. Should written examinations be held before appointment to staff?
5. Is it preferable to make appointments from the Library School, etc., or from the locality of the library?
6. Should a time record or register be kept?
7. Why should librarians hesitate to give amount of salaries?
8. Should library be open Sundays and holidays?
9. Should the table of statistics contain any other headings or should any be left out?
10. Should separate room be provided for catalogers?
11. Should catalogers work as long as other assistants?
12. Should the librarian be secretary of the board?

REGULATIONS FOR READERS.

By W. H. BRETT, *Cleveland (O.) Public Library.*

THE following paper is based upon replies to a series of questions upon the subject, received from 110 free public libraries, 22 public libraries for the use of which a fee or subscription is required, 34 libraries of colleges and other institutions of learning, 12 libraries of societies of various sorts, and 13 State libraries; 191 in all.

The assignment of papers for this meeting contemplated an historic review of each topic, for the past 17 years, but the subjects in regard to which rules are framed are so various that the most which can be attempted is a brief survey of library practice. I think I may fairly say, however, from such information as I can gather that while the changes that have occurred in that time have been few, so far as they have been made they have been in the direction of greater liberality.

A general free public library in a large city, comprising both a reference and a circulating department, comprehends within the scope of its work every phase of library activity. It includes upon its shelves, more or less fully, the whole range of human knowledge, and it meets so far as possible the wants of all classes of people. In framing its rules it is necessary to consider almost every possible problem in library economy.

The discussion of a comprehensive code of rules for a public library would include, therefore, every condition likely to confront the librarian of any library. I can at this time only attempt to present to you a résumé of the rules now governing many of the public libraries of this country, some brief notice of the variations therefrom in other classes of libraries, and the suggestion of a few questions which may be fairly regarded as open for discussion.

Library rules naturally fall under two heads: first, the qualifications of the reader; second, methods in the library; or, in other words they answer the questions: Who shall use the library? How shall he use it?

QUALIFICATIONS. The qualifications usually regarded are as follows:

Residence. Most libraries issue books for home use to the residents of the town or city, only. In a few cases it is extended to the county, and in 1 instance, a radius of 10 miles is mentioned as the limit. The use of many free endowed libraries is limited to the community which is the recipient of the beneficence, and the prevailing

practice among those supported by public funds, is to limit the use to the territory taxed for its support. A small number of libraries, among them some supported by taxation, extend all their privileges to all within their reach.

Age. Most libraries fix an age before which a child may not draw books. In 31 libraries from which I have heard the limit is 12 years, in 24 it is 14 years, in 12 10 years, in a few others ages varying from 6 to 16. In 22 no age was fixed, but the qualification was variously stated as "ability to read," "to use a book properly," or "to write one's name."

Responsibility. This is usually stated about as follows: "Persons known to the librarian, or satisfactorily vouched for in writing." This rule is almost universal; as is also that of accepting a deposit of money varying from two to five dollars, and in a few cases even more, in lieu of a guarantee.

The foregoing applies only to those who wish to draw books for home use. In a few libraries similar restrictions apply to the use of reference departments and reading-rooms. In most libraries, however, these are practically open to all, the only qualification being proper behavior.

RULES FOR LIBRARY MANAGEMENT. These relate to the hours of opening, facilities for the selection and use of books in the library, and for their issue. It is impossible to treat of this subject fully without trenching upon other fields, but shall only do this so far as is necessary.

Library hours. The usage varies greatly. Libraries of the larger cities are usually open 12 hours each week-day, the time of opening varying from 8 to 10 o'clock a.m., and of closing from 9 to 10 p.m. In some libraries the reference department is open longer than the circulating department.

Sunday and holiday opening. In most of the larger and some of the smaller libraries, the reference and reading rooms are open on Sunday afternoon and evening, in a few instances for the afternoon only, and in 3 libraries of which I am informed these departments are open in the forenoon also. It is the practice of a few libraries to keep the circulating department open on Sunday. The smaller libraries throughout the country, and especially in New England, generally close. The reply to the question in regard to this was usually accompanied by the remark that it was not desired nor needed, and occasion-

ally by an adverse opinion as to its propriety. The experience of many libraries covers a period of from 10 to 20 years or more, so that it cannot be regarded as an experiment. Those librarians who have had experience almost unanimously favor the opening of reading and reference rooms on Sunday afternoons and evenings, and with equal unanimity regard it as unnecessary to open the circulating department.

In some of the larger and a few smaller libraries the reference and reading rooms, and in two or three instances the circulating department also, are opened on holidays. Two or three libraries report it as their practice to close on Christmas, the universal holiday, and Fourth of July, the national one, and to open on all others.

The whole question of library hours during the week, and of Sunday and holiday opening, is purely a local one, in which uniformity is neither possible nor desirable. Each library must conform to the needs of its own locality.

Selection of books. Most public libraries have printed or card catalogs, or both, for the assistance of readers in the selection of books. In addition to this a small number permit general access to the shelves in the circulating department, for the examination and selection of books. In about 55 per cent. such access is entirely prohibited, and in the remainder, or about 35 per cent., although prohibited generally, exceptions are made. These exceptions are variously stated as being in favor of "professional men," "ministers," "teachers," "students," or as being "occasional" or "for sufficient reason." Views as to its desirability differ widely. The opinion of those librarians where access is permitted are with a single exception favorable, some enthusiastically so. It is curious to note that to a large extent the favorable opinion seems to be based upon experience, and the unfavorable upon a lack of it.

In the reference departments the reverse of this condition prevails. In not less than 75 per cent. of the public libraries from which I have information, free access is permitted to most books in the reference department, the exceptions noted being that special care is taken of the fine illustrated books and of the medical works. In a number of other libraries, the most common books of reference, as dictionaries, gazetteers, cyclopedias, are placed where they can be freely used, and all others are given out on application.

Reading-rooms. In a majority of libraries magazines and papers are placed where readers

can select for themselves. In some libraries papers are left on files, but magazines are given out from the desk and a receipt taken. In a very few libraries only are both papers and magazines given out in this way.

Issue of books, borrowers' cards. More than 90 per cent. of those public libraries furnishing information require a card of membership to be presented each time a book is drawn or returned. Upon most of these an entry is made, usually the date of issue and return, and in a few cases the book number also. In a few cases only no entry is made. About one-fourth of those libraries adopting this plan make exceptions and permit books to be issued occasionally on a temporary slip or memorandum. In the others the rule is, presumably, rigidly enforced. About 10 per cent. do not require membership cards.

Number of books. The general practice is to issue one volume at a time on a card, except that two or more volumes of the same set are issued as one book. In a few libraries two, and in one case three books are regularly issued at one time on one card. Frequent exceptions, however, are noted to this rule, in which additional volumes are issued to students. The rules very generally permit the issue of additional volumes to teachers.

Time of issue. The time for which books are issued is generally 14 days, with the privilege of one renewal for the same period. In some cases the renewal is for one-half the original period, and very rarely no renewal is permitted. In a few cases books are issued directly for three or four weeks and no renewal permitted. One very common exception to the 14-day rule is the issue of new books for 7 days only and of magazines for 7 days or less, both without privilege of renewal. In some libraries it is necessary to bring the books in for renewal, in others a personal request or one by mail will be attended to.

In some libraries the rule requires that all books be returned on or before a certain time, for an annual examination, during which the library is closed.

Fines. The current rate of fine for over-detention is 2 cents for each day. In a few cases this is 1 cent or 3, and in 1 instance only, 5. Rarely the fine is assessed by the week, at 10 or 25 cents.

Miscellaneous rules.—Rules requiring proper behavior and forbidding the use of tobacco are almost universal, as are those which forbid copying or tracing of illustrations without permission, or the use of ink at the tables. Can-

vassing or the display of advertisements is also forbidden.

A rule which occurs in some codes requires the borrower to promptly notify the librarian if a case of contagious disease occurs in the household of which he is a member, and to retain the book until a proper disposition can be made of it.

Some of the larger libraries have formulated codes of rules for the library assistants. The only ones which have come under my notice which affect the users of the library, even indirectly, is one which forbids conversation of a personal nature, and another which restricts the privileges of the assistant as a borrower of new books.

Subscription libraries. The practice in public libraries requiring the payment of a fee varies little from that of public libraries, except in that particular. There is apparently somewhat greater freedom permitted in the library, as about one-half of the libraries from which I have information permit unrestrained access to the shelves.

The libraries of secret and other societies are practically subscription libraries. Among the Y. M. C. A. libraries of which I am informed, one is a free circulating and reference library, another is a free library, for reference only, and a third charges a small fee in its circulating department, but makes its reference department practically free.

College libraries. The practice in college libraries varies greatly. A majority are for the use of those connected with the institutions only. In others the privileges are extended to graduates and to professional men or special students, and a few are free to all who wish to use them. Some libraries issue books for home use, to members of the faculty only, limiting their use by

students to the library-rooms, but generally they are issued to both students and professors. The hours of opening are generally less than those of public libraries, only about one third being open evenings. More than one-half of the libraries from which I have information permit general access to the shelves, and in most in which the practice does not prevail members of the faculty invariably have the freedom of the shelves, and permission is granted to the students for any sufficient reason. Most college libraries which issue books fix a definite period for which they may be kept, and assess a fine for their overdetention, as in public libraries.

State libraries. These vary so widely in their scope and methods that no general statement of these rules can be attempted from the data at hand.

POINTS FOR DISCUSSION.

As the value of a library must depend upon the freedom with which it can be used clearly the removal of every unnecessary restriction or formality is desirable. I would question the propriety of an age or residence limit for those using public libraries, or the necessity of requiring a membership card to be presented each time a book is drawn, in short of any regulation which throws the slightest unnecessary restriction or difficulty about the use of the library.

Most important of all do I consider the question of access to the shelves, which is to be treated in another paper.

The literature of the subject of Regulations for Readers is continued in the files of the LIBRARY JOURNAL, including the proceedings of the American Library Association, the *Library chronicle*, and the proceedings of the Library Association of the United Kingdom.

EXECUTIVE DEPARTMENT, GENERAL SUPERVISION, INCLUDING BUILDINGS, FINANCES, ETC.

BY F. M. CRUNDEN, *St. Louis Public Library.*

IMPORTANCE of the executive department. It necessarily includes, to some extent, all points of library management.

Special topics assigned to others treated tangentially.

Not much disagreement on the general subject: comparatively little written on it. Differences arise on the special topics. "Business-like management" the whole story.

"A public library for popular use should be managed not only as a literary institution, but also as a business concern. The business de-

partment of educational and literary institutions is too often overlooked or undervalued. Yet it is vain to expect the solid and permanent success of such institutions without good business management. Perhaps this truth may not be so fully recognized in the case of libraries as in that of other institutions for mental improvement; but those who are familiar with the inside history of great charities and missionary and educational enterprises — Bible and tract societies, for instance — know very well that neither faith nor works (in the religious sense of the

words) would keep them going very long without accurate book-keeping, regular hours, and efficient business supervision." [F. B. Perkins, "How to make town libraries successful," U. S. spec. rpt. on public libraries.]

What is "business-like management"? Explanation by analogy of a business enterprise.

Executive rather than scholarly qualities necessary for the head of a library.

"The same energy, industry, and tact, to say nothing of experience, which insure success in other vocations, are quite as requisite in a librarian as book knowledge. A mere book-worm in charge of a public library is an incubus and a nuisance." [W. F. Poole, "Organization and management of public libraries," p. 476, U. S. spec. rpt. on public libraries.]

Elements of success in library administration, with general remarks on location, building, finance, staff, selection and purchase of books, classification, charging system, etc., etc.

Chief element of success the executive head.

"The great element of success is the earnest moving spirit which supplies to the institution its life. This should be the librarian, though often the person who bears that name is little more than a clerk and the real librarian is an active trustee or committee. Such a librarian will shape the other factors very largely." [Pres. Dewey, *Library Notes*, vol. I, p. 45]

Nothing so trivial as not to require attention from the executive, and nothing in the highest concerns of the library beyond his proper consideration.

In 21 out of 33 libraries the librarian is always consulted on "questions of general policy" as well as "methods of administration." General tenor of remarks on this subject illustrated by the following quotations from the opinions of prominent librarians:

"Cannot imagine any sane board doing otherwise."

"Librarian should be given greatest possible latitude as to conduct of library in all its affairs."

"In my opinion no administration can be a success unless the librarian or chief officer is consulted in all matters pertaining to the management."

"Such an understanding would seem to be indispensable to a satisfactory administration of the library."

"I should be sorry to be the executive officer of any board which did not have confidence enough in me to ascertain my opinion before

taking action. In a majority of cases the initiative is naturally taken by the librarian."

Buildings, the subject of a special chapter by another contributor. Comment, therefore, limited to these bits of advice to communities contemplating the establishment of a public library:

Appoint your librarian before you do anything about a building; and having obtained a competent officer, leave the planning and furnishing of the library largely to him.

Don't be in a hurry to build. As a rule it is better to start in temporary quarters and let your building fund accumulate, while directors and librarian gain experience, and the needs of the library become more definite. It will also give the people the benefit of the library sooner.

When you do build make a liberal allowance for growth.

Finances. In detail would require a special paper.

In most libraries finances and accounts not in hands of librarian. So in 24 out of 33 reporting. Is this best? Question not heretofore discussed. Certainly librarian should not himself keep the account-books.

Librarian entrusted with funds should be under bond. Best bond that of a trust company, and library should pay for it.

Duplication of book bills made difficult by placing accession numbers opposite each entry in invoice.

Additional safeguard in having accounts kept by assistants.

Fines. "The thing essential to the collection of fines without friction is absolute fairness."

"No system can be devised which will not, in the last analysis, depend on the honesty of the individual charged with its enforcement." [L. J. 16: 103-105, 137, 170-173.]

Selection and purchase of books. Left usually to the librarian. See article by C. A. Nelson, L. J. 12: 155.

Librarian as a purchasing agent. By judgment and careful business methods the librarian of a large library may save the amount of his salary.

Assistants. Choice, in most libraries, left largely to librarian—properly so.

General management. Adaptation of means to ends. Get best mechanical appliances. Best machinery and methods for one library not best for another. Simplicity of methods recommended.

In making choice of methods always keep the end and aim of the library in view: never lose

sight of fundamental principles. These will be found "very largely along the lines of simplicity and tried effectiveness rather than along those of elaborateness and theoretically exact arrangement of details." [Address of Pres. Fletcher at Lakewood Conference.]

"Everything . . . should be as simple as possible." [J. Winter Jones, address as pres. of L. A. U. K., L. J., vol. 1.]

End of a library, to serve the public.

"The most perfect library system in the world would be a verbal 'I want—,' followed by an instant delivery of the book; and to approximate as near as possible to this should be the aim of every librarian." [P. L. Ford, "Library from the reader's point of view," L. J. 18: 179.]

REFERENCES.

The best compendium of directions for the organization and management of public libraries is an article by Dr. Poole in the U. S. special report on public libraries. See also

President Cutter's address at the St. Louis Conference.

President Fletcher's address at the Lakewood Conference.

Perkins, B. F. How to make town libraries successful. U. S. Rpt.

Pendleton, A. M. How to start libraries. L. J., v. 1.

Jones, J. Winter. Address as president L. A. U. K.

Green, S. S. Personal relation between librarians and readers. L. J. 1: 74.

— Trustees and librarians.

— Relation of librarian to book committee. Fabyan Conference.

Crunden, F. M. Business methods in library management. Round Island Conference.

Ford, P. L. Library from reader's point of view. L. J. 18: 179.

Hosmer, J. K. Browsing. Fabyan Conference.

Fletcher, W. I. Superstitions. St. Louis Conference.

Nelson, C. A. Choosing and buying books. L. J. 12: 155.

Also symposium on the subject, L. J., v. 16.

Fines, Symposium on. L. J., v. 16.

ACCESSION DEPARTMENT.

BY GARDNER MAYNARD JONES, *Salem (Mass.) Public Library.*

INCLUDES Selection, Buying, Accessioning.

Who shall select? Librarian, under direction of book committee, who determine general policy and to whom unusual purchases should be referred (L. J. 15: C116). Encourage readers to suggest.

Selection. (For public libraries.)

Determining factors are character of readers, greatest good of greatest number, amount of funds. Manufacturing, seaport, commercial, farming, literary places need different books. Buy books upon local industries and amusements; books in foreign languages if called for, but try to induce foreigners to learn English. Supplement schools, colleges, museums, picture galleries, literary clubs, etc. Good history, science, and literature, as well as fiction, for children. Buy books on local history and science and by local authors. Make library centre of intellectual life of community. Keep track of coming events.

Economy of editions that are well edited, printed, and bound. Good books an education in themselves and better cared for. Reference-books should be of latest editions; natural science by American rather than foreign authors, unless the latter are leaders in thought or treat subject from a general standpoint.

Do not buy tools for professions. Buy for

mechanic rather than capitalist. Avoid school text-books, sectarian and partisan political books, works in foreign languages, and the classics (subject to local conditions), early English literature not of general interest, technical treatises on law, medicine, and theology, genealogies (except local families), and antiquated books, such as old histories, chemistries, etc.

If funds are limited, do not buy expensive works when there are good cheaper ones. Buy cheaper books upon a variety of subjects. Tax-payers' money should not be spent for such little-used luxuries as first editions of Shakespeare or Columbus' letter.

See also L. J. 2: 145; 14: 336, 372 (Symposium) 15: 101 (Should American literature be specially favored?), 15: 144.

After general policy is determined how compile lists?

For books of past consult catalogs of other libraries of same general character, also bibliographies. Both soon become antiquated, as good books are replaced by later and better.

For full lists of current books see *Publishers' weekly* and *Bookseller*. For reviews, *Nation*, *Critic*, *Literary world*, *Athenaeum*, *Academy*, *Saturday review*, etc. Special publications best for many classes of books, such as those on science, useful and fine arts, etc.

Entire confidence cannot be placed in reviews. (See *Iles*, *Evolution of literature*, L. J. 17: C18.) He proposes a system of coöperative reviewing which shall be impartial and with regard to needs of libraries.

Mass. Library Club has recently considered publication of annotated lists. (L. J. 17: 172, 429; 18: 85.)

Mr. Adams (L. J. 18: 118) proposes that libraries be kept down to certain fixed limits by periodical sifting. For criticism of this plan see *Nation*, 56: 210, and L. J. 18: 107. What do librarians think?

Buying duplicates. Reference libraries seldom. Colleges, books used by classes. Subscription, new books in demand freely. Best managed public libraries, extra copies of best books, but few of books of the day.

Better buy ten extra copies of desired good book than one each of ten others which will not be read. (See L. J. 14: 369.)

Specialization of libraries. Duplication of expensive works or long sets in different libraries of a city wasteful. Convenience in finding all its resources on a given subject in one library. Each library should mark out its field. Public library should have a "local collection" unless there is a historical society. Specialization should not prevent each library buying such popular works as it needs, as they must be brought close to people. List of special collections by Lane and Bolton (*Harvard bibl. cont.* no. 45). (See also L. J. 15: 7, 67, 70, 100.)

Buying. Should be left to librarian. (L. J. 14: 41.)

Buy new books of one firm unless library is a large buyer. Booksellers will send on approval. Book committee should meet semi-m unless librarian is allowed to buy between meetings.

Buy new books promptly: 1st, to keep library up to times; 2d, because they often get out of the market.

English books ("remainders" or library copies) often cheaper after a few months. Latter often need rebinding. Sometimes cheaper editions. Many libraries import all foreign books upon duty-free certificates. They lose advantage of inspection.

No saving in buying direct of publisher because of extra expressage. Encourage retail dealer. Buy of firms with reputation for honesty and pay a fair price. If unusually large discounts on "regular books" are given, probably higher prices are charged on "special books."

"Subscription-books" often better bought of agents.

Old books must be sought in second-hand stores and auction-rooms. Great care necessary to secure proper editions and perfect copies (L. J. 3: 53). Make bookseller your confidant. Scarce books often found by advertising. Some libraries publish lists of wants in annual report. Small public libraries buy little at auction or second hand. Larger and special libraries buy largely in this manner. (See L. J. 2: 140.)

Growoll's "Bookseller's library" a useful manual.

Order system. Elaborate order systems needed in large libraries only. That of Harvard College Library will be described.

Disposal of duplicates. Every book has its place. How find it? Expenses of sale make auction unprofitable. Same with central clearing-house. Not yet considered proper function of government. Private sale or exchange best method. (See L. J. 4: 289, 5: 216, 10: 231, 13: 284, 15: C154.)

Gifts. Secured by advertising and begging. Take with condition of exchange or sale if unsuitable. Do not shelve by themselves but class with subjects. Acknowledge promptly. (See L. J. 3: 126, 8: 105, 16: 221.)

Collation. Librarians not agreed as to necessity. I think it better to collate all purchases, as books often soon get out of print. (See L. J. 1: 133.)

Accession-book. Business record of a library and first place in which book is entered. "A. L. A. standard" most used. (L. J. 1: 315, 2: 35.) "Condensed accession-book" preferred by many. Mr. Winsor (L. J. 3: 247) considers accession-book unnecessary. Answered by Poole, Perkins, and Dewey (L. J. 3: 324, 336). Harvard College combined shelf-list and accession-book described.

Withdrawal-book. Supplement to accession-book. Invented by J. C. Houghton, of Lynn Public Library. Contents: Date, Accession no., Call no., Author, Title, Cause, Date replaced, Accession no. [new], Call no. [new], Remarks. Contains fuller record of withdrawals than accession-book and is useful for statistics.

Marks of ownership. Embossing stamp on title-page, another fixed page, and plates and maps. Book-plate, containing name and address of library (including State) and source. Date of receipt not necessary, as accession number shows this.

PAMPHLETS.

BY WALTER S. BISCOE, *New York State Library.*

Definition. At the outset we must answer the question, What is a pamphlet? It is very common to set an arbitrary standard of a certain number of pages and to call all unbound works below this standard pamphlets. The Century Dictionary gives the following definition: "A printed work consisting of a few sheets of paper stitched together, but not bound; now, in a restricted technical sense, 8 or more pages of printed matter (not exceeding 5 sheets) stitched or sewed, with or without a thin wrapper or cover." J. Winter Jones, librarian of the British Museum, in his inaugural address at the meeting of the London Conference of 1877, said: "A distinction ought to be drawn between a volume, a pamphlet, a single sheet, and a broadside; or rather one general agreement ought to be arrived at upon this branch of our subject. It may be urged, and with much reason, that every work which is bound should be treated as a volume. A work of an ephemeral nature may be called a pamphlet, but such a work may extend to more than a hundred pages. When is such a work to be raised to the dignity of a volume? It is assumed that the question of pamphlet or no pamphlet will be confined to works in prose. It would be the safest course to apply the term single sheet to a sheet of paper folded once, or printed on both sides without being folded, and the term broadside to a sheet printed only on one side."

The real distinction, on which all agree, seems to be that a pamphlet is unbound; whatever its size, as soon as placed in durable covers it ceases to be a pamphlet and becomes a volume. Whether any limit of size should be made for unbound works is an open question. I think that for clearness of expression and discussion, size should be disregarded and the question of binding should be made the sole test; whatever is regarded as of insufficient importance to be bound should be called a pamphlet and treated as such. I propose the following definitions for discussion:

Broadside. A sheet of paper printed on one side only.

Sheet. A sheet of paper folded once, or printed on both sides without being folded and without any covers.

Pamphlet. A printed work consisting of one or more sheets of paper fastened together, but not bound.

Serial. A publication issued in successive parts, usually at regular intervals, and continued indefinitely.

Sequent. A publication issued in successive parts, with a definite termination, usually at irregular intervals.

Statistics. In reporting the size of a library or the number of additions, there should be excluded from the count of pamphlets all the numbers of current periodicals, proceedings of learned societies, and all parts of works issued in paper covers but intended to be bound as soon as completed. This practically excludes all serials and sequents except annual reports, catalogs, etc., which should be counted as pamphlets. There is not a general agreement on this point, but harmony is very desirable here.

Importance. The desirability of the preservation of the larger part of our pamphlet literature is granted by most librarians. Every one will insist upon the preservation of such as relate to the subjects in which he is interested. Grant this and all must be kept, for some one is interested in every subject. The importance of pamphlets is attested by the famous collections like the Thomason pamphlets in the British Museum, by the special catalogs of pamphlets issued by booksellers, by the sumptuous bindings often given to the once-despised pamphlet, and by the extravagant prices for which they are often sold after a century's existence. Special classes of publications sought for by enthusiastic collectors, like early Americana, accounts of criminal trials, first editions of noted authors, etc., bring large prices, and it is true that the great mass of pamphlets can lay no such claim to a large money value, but are of seemingly ephemeral interest; and it is certain that their importance will not justify all libraries in preserving everything they get and in getting everything they can.

Large depositories. What libraries ought to make large collections of pamphlets? Those who can afford it. Libraries with a large income to pay the expenses and a large staff to do the work. For at its best it costs considerable money and a great deal of labor. These libraries should be scattered all about the country for the double purpose of gathering more fully the pamphlet literature of each section of the country and to provide depositories which shall be easy of access to all investigators. There are not

enough libraries at present doing this work. An analysis of the statistics collected for the comparative exhibit shows only 42 libraries collecting annually over 500 pamphlets, and only 12 which add over 2000 yearly. These figures are of course not complete, but with previous statistics they show that there are few libraries which are persistently collecting this ephemeral literature; their number would not seem to be over 20, and three-quarters of these are in the extreme east, *i.e.*, New England and Middle States, including District of Columbia.

Select collections. What pamphlets should other libraries keep? Every library should have some specialty, and should collect everything on this. Many libraries will have more than one such subject. The local history should be kept by at least one library in every place. Colleges and seminaries should gather all that will preserve the history of the institution. Yet often they do not have complete sets of their own official publications, and the student periodicals and ephemera are very frequently passed by as too trivial. Accident often guides to the special line in which collections will be made; some enthusiastic collector may give the gathered treasures of a lifetime; a local society may be engaged in some special research; a fellow-townsmen may have been prominent in some event of national importance. Other pamphlets not needed by the small library are best sent to the nearest large library willing to care for them.

Methods of collecting. The same means, in great measure, will be used by the small and by the large libraries; differing circumstances will make various methods the best and only a few can be outlined here: printed begging blanks, written correspondence, personal appeals; notices in the daily papers of what has been done and what is proposed to do, with requests for the help of all interested; printed announcements in a similar way upon the publications of the library itself, preparing, printing, and widely distributing special catalogs of the collections already made; correspondence with specialists, with requests for their own publications and for their assistance in gathering other material; a thorough system of recording and acknowledging all gifts and a careful record of all serials and sequents and prompt requests for any missing numbers.

Make the material you have already accumulated so useful that your library will be recognized as a good place to which to send similar

pamphlets. Exchange duplicate pamphlets with other libraries. The large libraries should have special arrangements with the smaller libraries about them by which they should be the great depositories, and should lend to their associates whatever might be wanted, and should receive from them the accumulations which they could not well care for, at the same time helping them to gather their specialties.

Preservation. Most librarians agree that pamphlets should be finally bound into books; most also agree that if expense was no consideration each pamphlet should be bound separately. Only the wealthiest libraries can afford this, the majority must bind a number of pamphlets together. A few advocate binding as fast as enough pamphlets are accumulated to make a volume, regardless of subject, but any librarian who has a classified arrangement of his books soon rejects such a plan. The most satisfactory way is to arrange by subjects, as minutely as you classify books, and bind when enough has been gathered on any single topic. Some subjects will perhaps make several volumes a year, others will take many years to gather a single volume. The pamphlets must be kept meantime and numerous devices are here used; bundles, boxes, pamphlet cases, special pigeon-holes, Woodruff files, Emerson or some similar binders, etc. It must be first decided whether pamphlets are to be arranged separately from the books or put on the shelves with them. In the former case our choice of methods is practically unlimited; in the latter, such devices as special pigeon-holes, drawers, Woodruff or other file-cases, etc., seem to be excluded. The arrangement must be the same as that of the books, and the devices for keeping the pamphlets upon the shelves are usually limited to some form of a pamphlet case or a binder. Binders are expensive and the pamphlet case is more commonly used, the cheaper forms being generally preferred.

Cataloging. The ideal method is to catalog a pamphlet with the same accuracy and fulness that you do a book. The pamphlet is only a little book, but when this little book is not important enough to bind, it is perhaps equally extravagant to spend the time and money to catalog it. At the other extreme is the plan which makes no catalog of pamphlets at all; their arrangement is such that they are their own catalog, alphabetical or classified as the case may be. A third plan stands midway between the two, catalog but not as fully; if your pamphlets are classified on the shelves, let this serve as the subject

catalog; an author list may then be made, more roughly than the regular catalog, by less experienced labor, on thinner slips, cheaper in every way. The disadvantages of this are of course considerable; it necessitates a separate catalog which must frequently be examined before you can be certain that a particular book or author is not represented in the library; the subject side is also unrepresented in the catalog and unless your constituency do much of their work at the shelves a great portion of the value of the pamphlets may be lost.

Topics for discussion. In this outline only the chief topics have been touched. The points for discussion seem to be these:

1. Definition. Can we agree upon what constitutes a pamphlet, at least for the purposes of library statistics?
2. Depositories. In general, how many are necessary in the country? What is a desirable territorial distribution of such libraries?
3. Collecting. Suggestions of any methods found desirable or undesirable in practice. Is there more labor in some of these than the results will justify?
4. Arrangement. Separate pamphlet collection or not? How minutely is it wise to bind by subjects? What form of pamphlet case is best?
5. Catalog. Shall pamphlets be cataloged? Separate catalog or not? Full catalog or a cheaper form?

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CATALOGING.

By W. C. LANE, *Boston Athenaeum.*

A.—POINTS WHICH MAY BE CONSIDERED SETTLED.

1. THE necessity of a comprehensive and detailed card catalog.

If a carefully made and reasonably full printed catalog exists the card catalog may form simply a supplement to this, but if the printed catalog be only a finding-list or short-title catalog the card catalog should be complete in itself.

Its forms are various: in drawers, in trays open upon a counter, in sliding trays, in a Rudolph Indexer, or slips mounted upon the leaves of a book. In any case the point to be provided for is the possibility of inserting new titles indefinitely in strict alphabetical or other specified order.

2. On this catalog every work should have at least an author or (when this is impossible,

as in the case of anonymous works, periodicals, etc.) a title entry.

A common English custom is to use form or subject entry *only* for certain classes of works—almanacs, catalogs, society or academy publications, periodicals, etc. The nearly universal American usage is to treat these works like any others.

3. In addition to author or title entry most works should also be entered under the name of the subject of which they treat.

Of the 191 libraries reporting in answer to the circular sent out for the A. L. A. Exhibit, all but 21 had some kind of subject catalog.

4. The author's name should if possible be given in the vernacular, unless all his works have been published in some other language than that of his own nationality. Latin must

often be considered the vernacular of many mediæval names, and most libraries make an exception in the case of names of sovereigns, which are usually given in English.

5. On author cards titles should be brief, and the author's name and bibliographical details of edition, imprint, etc., should be given in full. On subject cards the title should be fuller and descriptive, but the author's name may be given with initials only, and most bibliographical details may be omitted.

6. In transcribing titles the words and spelling of the title-page should be strictly adhered to, any addition or deviation being plainly indicated by brackets. Punctuation and capitalization need not follow the title-page, except in the case of incunabula.

7. Among the smaller points on which substantial unanimity exists may be mentioned the following:

a. *Names with prefixes.* English and French surnames beginning with a prefix (except the French *de* and *d'*) under the prefix, all other cases under the word following.

b. *Compound names.* In English under the last part, in foreign languages under the first.

c. *Capitals.* No absolute uniformity, but the tendency is to diminish their use as far as possible.

d. *Numerals.* In general use the Arabic rather than the Roman forms.

e. *Periodicals.* Enter under the first word (not an article). When published by a society refer from the name of the society; but if the periodical bears the name of Bulletin, Proceedings, Journal, etc., etc., enter under the society as the author.

f. *Names beginning with Mc or St.* Alphabetize as if spelled out. Mac or Saint. The other practice is often followed in directories.

g. *Reports of trials.* Crown and criminal cases under the defendant; civil cases under the plaintiff; marine cases under the ship.

B. — POINTS UPON WHICH OPINION IS DIVIDED.

The answers to the circular in regard to catalogs sent out for the A. L. A. exhibit have furnished the statistics given below in regard to some points. These answers were from 191 libraries. I propose to supplement them by submitting more detailed questions in regard to all the points mentioned below, to 50 or 75 selected libraries, and to indicate on the tabulated results the libraries following each meth-

od. I also want to ascertain not only what is the existing usage (frequently the result of measures adopted long ago), but what is the present opinion of the librarian in regard to each point.

1. *The kind of catalog.* 3 libraries report no card catalog, 6 an author catalog only, and 15 an author-and-title only. 89 report a dictionary catalog, in several cases with some form of classed catalog in addition. In 8 cases the author alphabet is separated from the subject alphabet. 57 report some form of "author and classed" catalog, and 5 have a classed catalog only. Of these 62, 15 as far as can be gathered from the replies use the Decimal classification. 24 report a combined catalog, but precisely what is meant is not evident.

2. *Two catalogs,* one for public the other for official use. 35 libraries report that they have two catalogs, 139 that they have only one, this one being usually but not always for public use. 17 make no report, and should no doubt be added to the 139, making 156.

3. *Printed catalogs.* 86 libraries make no report, and presumably have no printed catalogs. 62 have a complete printed catalog, 23 have only finding-lists or some other form of abbreviated or partial catalog, and 31 publish lists of accessions from time to time, forming in some cases supplements to a printed catalog. Of the 62 libraries with printed catalogs, 6 have also finding-lists and 13 publish bulletins.

4. *Handwriting.* 32 libraries use a disjoined hand; 51 employ typewriters for making cards; 131 (including those libraries that make no report on this point) use a joined hand.

5. *Typewriters.* 40 libraries use the Hammond machine, and all but 8 find it satisfactory. Others use the Remington, the Smith Premier, the Hall, the Boston, the Columbia Bar-Lock, and the Caligraph. 3 libraries — Columbia, Harvard, and the St. Louis Mercantile — consider the typewriter distinctly unsatisfactory for cards.

6. *Catalog rules.* 85 libraries use Cutter's rules with or without modification; 16 use Cutter's and some other; 36 use the Library School or Columbia rules; 10 use these in combination with some other system; 9 follow the A. L. A.; 3 Linderfelt's; and 2 Jewett's. 39 make no report, or else say that they follow no system of rules.

7. *Catalog details.* I note here a number of points in regard to which well-established usages exist but no single uniform usage.

a. Enter of pseudonymous works (1) under the real name when known, (2) under the pseudonym in general.

b. Entry of anonymous works (1) under first word, or (2) under prominent word.

c. Entry of noblemen (1) under title, or (2) under family name.

d. Entry of societies (1) under first word of title, or (2) under name of place.

e. Entry of series (1) under title, or (2) under editor.

f. Names of sovereigns (1) in English, or (2) in vernacular.

g. Names of cities (in headings) (1) in English form, when well established, or (2) always in vernacular form.

h. Alphabetical arrangement: the umlaut in German words (1) disregarded, or (2) treated as an *e*.

i. Size of books: expressed (1) by fold-symbol, 16°, 8°, 4°, etc., or (2) by letter, S, O, Q, etc., or (3) by actual measurement, or (4) omitted altogether. Out of 191 libraries, 36

use the fold-symbol; 76 the letter; 25 the actual size; 7 omit it; and 49 make no report.

j. Size of cards, (1) the postal-card size, (2) a smaller size.

I mention two other questions which deserve careful consideration, and which might perhaps be definitely settled, though they have not as yet had much discussion.

Full names. Should the names of authors be given in the fullest form in which they can be found in biographical dictionaries and other books of reference, or should they be given as nearly as possible in the form which the authors themselves use on their title-pages?

Modification of the Dictionary Catalog.

Should the model of the Dictionary Catalog which has been set by the Boston Athenæum (to take an early and well-known example) be adhered to, or is it better to group local scientific and artistic works under the name of the science or art rather than under the name of the place?

CLASSIFICATION.

BY HORACE KEPHART, *St. Louis Mercantile Library.*

In order to learn how far our librarians agree as to methods of arranging books on the shelves, a circular of inquiry was sent to all American libraries of 25,000 volumes and upwards. Replies were received from 123 out of 180 libraries, including nearly all of the more important ones. The results may be summarized as follows:

1. American librarians are almost unanimously in favor of classifying books on the shelves in the order of subjects treated.

2. A movable location is generally preferred to fixed shelf numbers.

3. The tendency is towards close classification; but many librarians object to it.

4. Of the printed schemes that have appeared within the past seventeen years, Mr. Dewey's is used more than any other. Mr. Cutter's new system (not yet finished) promises to become quite popular. The others are little used.

5. Most of the older and larger libraries use systems of their own, and show little inclination towards coöperative work in classifying.

6. The chief objections urged against such systems as the Dewey, Cutter, etc., are that the classification is too arbitrary, and that the notation is too complicated or too long.

The essence of the classification problem at present seems to be this:

How far is uniformity of method desirable, and how far is it practicable?

It is evident that the same system cannot be used in all kinds of libraries.

Yet if we take any two university libraries, for example, or any two free public libraries, it will be found that they differ from each other mostly in size or in degree of symmetry, but not in scope, nor in the character and wants of their users. There is no reason why all libraries of a given class might not use the same general method, with mutual advantage.

Granting that it would be practicable to parcel out the work of devising a system, so that each science and art would be subdivided by an expert, the gain would be twofold: (1st) each librarian would save the time and expense otherwise spent in devising a scheme of his own, or in patching up the antiquated one bequeathed to him; and (2d) a system prepared by a body of specialists would give greater promise of permanence and general usefulness than any drawn up by the average librarian.

The principal reason why such a scheme has not been undertaken is clearly stated in Professor De Morgan's objection to a classed catalogue that "it is more difficult to use than to make, being one man's idea of the subdivision of knowledge."

No system for classifying books in large libraries can give general satisfaction unless it be based upon something more durable than personal taste. In order to be reasonably permanent and usable, the method adopted must be governed by some underlying principle of association which is commonly accepted by students in the different departments of knowledge. The question as to whether a uniform system of classification may be practicable for a given class of libraries, resolves itself into the question whether a method can be found which will be scientific rather than arbitrary.

The favorite method of classification in the sciences is based upon the idea of development, the progressive order being that of dependence, increasing complexity, and concreteness. This is the "natural order" recognized by all those who cultivate the exact sciences, and by the philologist, the historian, and the sociologist as well. It is applicable to any class of objects or of phenomena. There is no other rule of classification, of universal scope, which is so commonly understood and so easily applied.

But it is objected that no logical classification of books is possible, owing to these two facts:

1. The same book may treat successively of many different things. That is to say, it may be of composite structure, or even a conglomerate.

2. A book may discuss a problem involving many entirely diverse principles and branches of knowledge. Consequently our classes will necessarily overlap, and the boundary lines between them will be shadowy.

But precisely the same difficulties arise when we attempt to classify anything else whatsoever. There may be as many different classifications of a thing as it has characteristics which may be measured against those of other things, and these various classifications may be equally logical, equally scientific. Three dimensions of space would not suffice to show for any one thing in nature *all* of the relationships that it bears to other things. Nothing of this sort has been attempted in any science, and it is unfair to criticise a classification of books on the ground that it does not bring all correlatives together. When we come to conglomerates, such as a volume of essays or Burton's "Anatomy of melancholy," we must classify them just as a geologist classifies the conglomerate rocks, by form or locality, rather than by composition or structure. There is no greater difficulty in the one case than in the other.

The boundary lines between our classes will often be vague and shadowy. But so they are in any classification. We do not even know where plant life stops and animal life begins; yet that does not prevent our having a science of botany and another of zoölogy.

The object of a classification is to bring together things which are like and to separate things which are unlike. It is as easy to bring together books of similar scope as to bring together plants of similar type. If different types of plants can be arranged in a system which will show their relative development, so can the literature of plants be arranged with scientific method, and so can all literature.

The scientific method has its limitations; but it may be applied in classifying the subjects of which books treat, and consequently in classifying the books themselves. By adopting it as a guiding principle libraries of a given class might produce, by co-operation, a system suited to their needs, which would grow like a living organism, adapting itself readily to the changes demanded by advancing knowledge.

The extent to which subdivision of classes should be carried depends upon the nature of the particular subject, as well as upon the size of the library and its probable rate or symmetry of growth. The advantage of classifying each book under its most specific subject, from the start, lies first in the greater permanence of the book's number. Close classification saves time and energy that would otherwise be spent in mere physical drudgery. In circulating libraries with a large attendance much time is wasted in learning what books on a subject are now on the shelves, unless the classification be close. Close classification is valuable in proportion to the amount of personal aid rendered to readers by the library staff. It is not intended to supplant subject catalogs or bibliographies. It may be pushed to excess. Needless refinement defeats its own end. Broad classification requires a little less shelf-room, but the gain in this respect does not counterbalance the advantages of classifying closely.

Classification and notation are two entirely different things which it is a mischievous error to confound. The faults of our more popular systems of classification are mostly due to their being enslaved to their notations. No classification can be other than arbitrary if its notation fetters its growth. Neither close classification nor movable location is responsible for long and complicated marks. These blemishes are due

to an attempt at making out of the book's number:

- (1st) a structural formula,
- and
- (2d) a mnemonic symbol.

A structural formula (*i.e.*, one showing the gradation of classes by giving a separate figure or letter to each stage of descent) must grow more and more complicated in proportion to the complexity of the thing it stands for. It is wasteful because it takes no account of the relative extension of classes, or of the probable number of books that will accumulate in each. Consequently we often find that the most-used books have the longest or most cabalistic marks. A larger base than that afforded by the Roman alphabet is not advisable, because just as the base is increased does the difficulty of applying it increase, and the chance of error in replacing books grows in the same ratio. A book misplaced is a book lost.

Mnemonic aids in a notation are delusive. As soon as we make a given figure or letter stand invariably for the same thing we limit the

powers of our notation. The only rational mnemonic aid is that given by a logical classification. It is as easy for a library assistant to learn a synopsis of the classification as it is to learn a table of symbols — and far more sensible.

The object of a notation is to enable us to find or replace a book with ease and accuracy. Anything that interferes with this is a mistake. The notation, everywhere and always, should be subordinate to the classification. Its first virtue is elasticity, and the second is simplicity. The first figure or letter may stand for a department of the library, for convenience in tabulating statistics, etc., but beyond this we should use running numbers, with a simple provision for interpolations at any point and to any extent. The scheme of classification should be drawn up without any thought of a notation, and numbers assigned to it after it is done. There is no other escape from long and complicated symbols in libraries classified by subjects. [In the article of which this is a synopsis the returns from libraries are given in full. There is also appended a reference-list of books and papers on classification.]

LOAN SYSTEMS.

By MARY W. PLUMMER, *Pratt Institute Library, Brooklyn, N. Y.*

THE charging or loan system is that part of a library's administration by which chiefly its communication with borrowers is carried on. The word *loan* applies to it because the books are lent, and the word *charging* because every library, no matter how small, with any pretence at all at having a method, has some way of keeping account of these loans.

The characteristic of a loan system best appreciated by the public is the speed with which it can receive and deliver books; and as a trifling annoyance, such as having to wait a few minutes for a book, is sufficient to drive many persons away from a library, it behooves those who administer the library to take the matter of speed into consideration when planning their charging system.

Another requisite is simplicity. The more complicated the system the greater the chance for error.

The third thing to keep in mind is that the less the borrower's part in the operation the better he likes the system. The library must ask of him only the facts that it is absolutely necessary to have to fill his order, and if there is any red tape it should be kept behind the desk.

On the other hand a library, even a free library, is a business institution, and must keep a record of its transactions. It should therefore be taken for granted, in deciding upon a charging system, that the public will be patient and reasonable if the library does not impose upon it.

The library, if it keeps pace with the rest of the world, must know what it is doing. It is easy enough to hand out books day after day without knowing or caring whether more people are reading than this time a year ago, whether the best books are really called for, what the prevailing taste of the reading community is, whether people are gradually accumulating private collections of books at the library's expense, whether every one is getting an equal chance at the popular books, or where a book is that people keep calling for and that does not make its appearance — and a dozen other things that will occur to every librarian as things he must know in order to be master of the situation.

The charging system should, to a great extent, answer the question whether or no the library is really of use to the community, and in order to do this it must put the library in possession of certain statistics. The question is how to get

the statistics at the least cost of time and trouble to the public, with the least expenditure of labor and the least risk of error on the part of the library.

In 1882 the librarian of the Milwaukee Public Library sent to the LIBRARY JOURNAL a list of twenty questions which were answered by the charging system of that library, and which are here copied. The questions in parentheses were not included, but were added in preparing this paper, in order to make these questions a basis for the examination of various charging systems.

1. Is a given book out?
2. If out, who has it?
3. When did he take it?
4. When is it to be sent for, as overdue?
5. Has the book ever been out?
6. How many times and when has the book been out?
7. How many (and what) books were issued on a given day?
- 7a. (How many and what books are due on a given day?)
8. How many (and what) books in each class were issued on a given day?
9. How many (and what) books are now out, charged to borrowers?
10. (How many) and what books are at the bindery?
11. Has a certain book been rebound, and when?
12. What books have been discarded?
13. Does the circulation of a discarded book warrant its being replaced?
14. Has a given person a book charged to him?
- 14a. (How many books are charged to him?)
- 14b. (What books are charged to him?)
15. How many persons have now books charged to them?
16. Are these the persons who registered earliest or latest?
17. How often has a borrower made use of the library?
18. Has a person had a given book before?
19. What has been the character of a person's reading?
20. Is the person's card still in force and used?
21. (Has this person a right to draw books?)

The principle of the grouping given above will be readily understood to be a roughly classified arrangement by book, date, and borrower's account.

Loan systems may be roughly divided into four groups: ledger systems, temporary slip systems, permanent slip or card systems, indicator systems.

By *ledger system* we now mean a system in which books are used for recording charges. It is often taken for granted that in using a ledger the library keeps its account only under the bor-

rower's name; but it is possible to keep trace of the books also, and even to keep the accounts by date.

The ledger account under the borrower has the borrower's name for a heading and should have a page to itself, in order that no two borrowers may have the same folio number. The call-number of the book and the date of issue are noted in pencil in columns or squares ruled for them, and when the book is returned the borrower's folio number is found from the index at the back of the ledger, in case he may have forgotten it, and the entry is either crossed off or an entry made of date of return, which closes the account until another book is drawn. The advantages and disadvantages of this method may be summed up as follows:

Advantages. 1. The entries cannot be lost or mislaid. 2. The ledger takes up less space than the same information in any other form. 3. It can be handled rapidly. 4. The borrower's previous reading shows and may help in making selections for him or prevent the second taking of a book by mistake. 5. It is easy to tell when a borrower's connection with the library ceases and how many live accounts there are on the book.

Disadvantages. 1. Impossible to change the order of accounts to an alphabetical or any other order, to get at certain facts. 2. Pages when soiled cannot be replaced. 3. In the course of time an active reader may have several folio numbers, which would tend to confusion. 4. But one person can use the ledger at a time. 5. It is next to impossible to get at the delinquent accounts in order to send notices.

Applying the test of our 21 questions, we find that it answers easily 14-20, inclusive, nearly all, in fact, that apply to the reader, but with great difficulty, if at all, can the answers to 1-13 be found.

By means of a day-book questions 7 and 8 may be answered also. This gives the additional advantages that the charge is very quickly made, the posting being postponed to a leisure moment, and that the circulation of each day can be easily classified, footed up, and set down. This book, like the ledger, can be used by only one person at a time, and it cannot be used for discharging debts unless the date be given as a key.

In the LIBRARY JOURNAL for 1883 a description is given of the method used by many Canadian libraries, notably those of the Mechanics' Institutes, in which two ledgers figure, the one

arranged by readers' accounts, the other by call-numbers for the books, making book accounts. A day-book is used with this system for the sake of speedy charging.

To the borrower the day-book charge is very likely to be satisfactory. He has only to give the call-number of the book wanted and his name. The charge is dashed down and he does not need to wait. When he returns the book his name or folio number refers to the charge, it is crossed off or the date of return jotted down opposite it, and that is all.

The inflexibility of the ledger system could not fail to be felt, and it has been superseded in many libraries by the *temporary slip system*, of which another great advantage is that more than one person at a time can be engaged in charging and discharging books. The slips may be used exactly as the ledger pages are used, to keep an account with the reader, the difference in that case being that the ledger is a permanent and the slip a temporary record. The slip may be written out by the borrower, in which case it serves as a receipt, or by the assistant for the sake of greater speed. It is usually required that the borrower's name or number, the call-number of the book (or its author and title), and the date, be written. When the book is returned and fines paid, if any, the slip may be destroyed or returned to the borrower. The slips may be arranged in a tray or in pigeon-holes in any of 3 ways: 1st, with guide cards or blocks for each day, making a day-book; 2d, by borrower's name or number, making an account with the borrower; 3d, by call-number, making an account with the book.

The first arrangement has the advantages of the regular day-book as to speed, provided that all that is written on the slip be the borrower's name or number and the call-number. The slip is then dropped into the tray in the proper date division. The disadvantage is that without remembering the date a charge cannot be cancelled. The questions answered would then be 7-8, 9, 14-20.

When the slips are arranged by borrower's name or number they represent the borrower's ledger with its outstanding accounts only. As the slips are usually of thin paper it is customary to have cardboard guides, each bearing a borrower's name or number, or both, and when the charge is made the slip is dropped behind or in front of the borrower's card, and remains

there while the book is out. If the guides are arranged by borrowers' numbers there must be an alphabetical index to the tray, as the numbers are often forgotten. This system answers questions 9, 14, 14a, 14b, 15, 16. The questions 17-20, which are answered by the ledger system, cannot be solved by any temporary record.

The third arrangement, that of keeping the slips in order of the call-number of the books, has been seldom tried, I believe, where the slips were for temporary use only. It answers questions 1-4, 9. Any change in the character of the circulation within a given period would fail to be noticed by this system. Its main advantage lies in its speedy answer to questions 1, 2, and 3, questions which are more often asked, perhaps, than any other; and in its convenience when it becomes time to take the inventory.

The late librarian of Princeton, Dr. Vinton, suggested in vol. 2 of the LIBRARY JOURNAL that the slips, before being sorted in their pigeon-holes, be copied, in order to make two arrangements possible, one by borrowers and one by books. Whenever there is copying done there is an extra liability to mistakes, and the writer suggests instead the use of the registering machine used by many dry-goods and notion houses to make duplicate checks for goods bought. Both entries would be in the same writing, made simultaneously, and if one was correct the other would have to be.

The *card system* differs from the slip system chiefly from the fact that the cards, being larger and more durable than slips, may be kept as a permanent record. Aside from this, they are subject to the same limitations, answer the same purpose, and admit of the same arrangement as slips.

With cards it is advisable to have ruled columns to keep the record. If the card is a borrower's card the columns should contain the call-number and the date of taking and of return. If it is a book-card — that is, kept in order of the call-numbers — the columns should contain borrower's number and dates. Some libraries show the discharge of a debt by stamping or punching out the charge instead of stamping the return date.

The borrower's card, kept by the library, answers questions 14-20 inclusive. By keeping the day's charges in a separate place until the end of the day's circulation, questions 7 and 8 may be answered. If the single card is a book-card

it will answer questions 1-6, 13, 18, with 7 and 8, if the day's charges are kept apart and counted. If the book-card is used it may be kept in a pocket in the book when the book is in, or it may be placed in a separate tray at the desk to show what books are in, and save useless trips to the shelves. Used in this way it helps to form a card indicator. If the cards of books out are kept in strict call-number order, without sub-arrangement by date, they may serve to indicate the books out and thus fulfil the same office.

The card kept by date would have an advantage over the slip, inasmuch as the library could obtain from it, according to the sub-arrangement by book or borrower, a record of the book's use or the borrower's reading, though this would be obtainable only at a second step, the date being needed for a key. In most date systems it is customary to have the date of taking written or stamped somewhere in the book, either on the pocket or on a date-slip tipped into the book, to avoid the risk that would be run if the fact were left to the memory of borrower or assistant.

We come now to the *two-card systems*, in which the cards are those of the borrower and of the book, the latter kept usually in date order, taking up first, the system which allows (or obliges) the borrower to carry his own card and present it when he wants a book. This provision answers question 21, the presumption being that if the borrower is not the person presenting the card he has delegated his authority to that person by giving him the card. A system without any card carried by the borrower either causes the library to run the risk of giving books to persons who have no right to draw them, or, as in the case of the Apprentices' Library, in New York City, it must require a written order in cases where a book is wanted and no book is returned for exchange, and compare the signature of the order with that of the register. The library with a small *clientèle* runs no great risk in requiring no card of identification, as every borrower would be apt to be known at the library; but the city library, with its ever-shifting body of readers, must have some method of identifying them, and the card is certainly the simplest.

The borrower's card for identification and the same as a part of the charging system are different things. For either use the card should contain the borrower's name, address, number, and the date of expiration of his privileges.

The two-card system most widely used is probably that in which the borrower's card records the call-number and date, and the book-card the borrower's number and date. On the return of a book the dating-slip in it and the date on the borrower's card should confirm each other, the latter can be marked with date of return and handed back, while the book-card can be easily found from the book at any convenient moment, whether kept in strict call-number or by date. When found, the date of return is noted on it, the card placed in the pocket of the card indicator, and the process is complete. It will be noted that very little of this has had to be done in the presence of the borrower. The question arises, Of what use is the call-number on the borrower's card, as it seems to be unnecessary in the checking-off process? It gives a record of the borrower's reading, but as he carries it, that is of no particular value to the library. It gives no clue to the book, if lost, as the card is generally kept in the pocket and lost with the book. Some libraries dispense with this record, therefore, and save the time of writing. By doing this the amount of writing before a book goes out is reduced to the date on the borrower's card, and the borrower's number and date on the book-card. The question may also be asked, What is the use of the date on the book-card if it is already on the borrower's card and in the book, and the book-cards are kept in date arrangement? In answer to this, the book-card is a record kept by the library, and the time of keeping a book is often a matter of interest in the gathering of statistics and a guide to the thoroughness of a reader; while if a book-card should get out of its compartment by accident there would be no way of finding its place again if it bore no date.

By this system questions 1-9, 13-14, 17-21 are answered. Questions 10-12 may be answered by any system using the book-card, provided the cards of books sent to the binder or discarded are kept in separate compartments in the charging-tray by order of their call-numbers. It must be remembered, however, that the answers to questions 14, 17, 19, 20, and 21, are in the hands of the borrower and liable at any time to be lost.

This system, with variations, is growing in favor among librarians, and has much to recommend it. The *modus operandi* of the Milwaukee

Public Library, the Apprentices' Library, of New York City, the library of the Boston Athenæum, and of the Buffalo Library, has been described in the *LIBRARY JOURNAL* with some fulness and will be found interesting and suggestive.

Of the few card systems which are in use in English libraries, a description of the system of the Bradford Library is given in the *Library*, vol. 3.

The *dummy system* is an ingenious one for use in libraries with a limited constituency.

Each borrower has a wooden dummy with his name and number on the outer edge. The sides are covered with paper ruled in columns. When a borrower wishes a book his dummy is taken from the alphabetical or numerical arrangement in which it is kept, the call-number and date of issue noted on it, and it then takes the place of the book on the shelf. The return of the book gives the call-number, the dummy is found and the charge cancelled, the book returned to its place, and the dummy is ready for another charge and to take the place of another book. If there is a call for a book not in the dummy shows who has it and when it is due. This answers questions 1-4, 9-9a, 15, when the borrower is using a book, and 14, 17, 18, 19, when he has no book.

It is said that where the *indicator* is used for charging, as in many English libraries, the same method does not prevail in any two libraries; hence it is unnecessary to detail the various systems; they differ from American charging systems chiefly in being perpendicular instead of horizontal.

The indicator is a large, wooden frame con-

taining small, oblong pigeon-holes, into which are fitted blocks representing the books in the library, or certain classes of books. On both ends of the block is printed the call-number of the book, one end having a blue ground, the other a red one.

By making the red represent books in, and the blue books out, the public can tell at once if a given book can be had, and need not ask useless questions. The saving of time and labor, therefore, is greater than with the card indicator, where the assistant has to look through the cards in order to say if a book is in—but both devices save unnecessary journeys to the shelves, and the card indicator occupies less space. The use of the block indicator is confined, so far, almost entirely to British libraries.

A feature that exists in some of the indicator systems and in many card systems is the movable date tray. The date register of the indicator has, for instance, 11 columns for books not overdue, and 1 extra column for overdue books, and the date tray has 14 compartments for the former and 1 for the latter. These trays move from right to left. As to-day's circulation becomes yesterday's, its tray is moved one space to the left, while the fourteenth tray shows that all cards left in it represent books one day overdue. These are removed to the tray for delinquents, leaving the empty tray to be used for the day's circulation.

For a brief historical treatment of charging systems and the statistics of their use by libraries in the U.S., as late as 1889, the reader is referred to the admirable report on the subject made by Henry J. Carr, to the American Library Association, and printed in its Proceedings for 1889.

BINDING AND REPAIR.

By D. V. R. JOHNSTON, *New York State Library*.

THE value of the study of binding is to protect one's self from fraud and to get the best binding for the purposes and uses of different kinds of books. Good work should be, not extravagant, which is wasteful, or cheap, which is much more so. Good work is an insurance against rebinding. Readers take better care of well-bound books.

Cost of binding is cost of labor plus cost of material. Labor is always the larger item. If

the material is not well chosen the labor is lost with it. A book rebound often is injured. The importance of the study of materials.

Different leathers in ordinary use. The advantages and disadvantages of each. Approximate cost per skin, square foot, and per volume (half bound 8").

The use and advantages of buckram, duck, and muslin. Cost of each. The use of half cloth binding. Other binding materials. Choice

of colors and shades. Which gives the best wear. Use of color schemes. Their advantages and disadvantages.

Covers and advertising leaves. The value of preserving. Extra cost of so doing. When to do and when not.

Sewing. Advantage of raised bands and tapes. Their extra cost. When it is well to have done. Number of bands, kind of thread, and character of stitch to use. Mounting and guarding maps and plates. Cost and advantage; when and how to do it. Corners; vellum and leather.

Backing. Tight back *vs.* loose back. Advantages and disadvantages of each. False raised

bands. The folly of using. Finishing tops and edges. Cost of different methods. Purpose sought and how accomplished.

Finishing and lettering. Waste of unnecessary finishing. Cost of lettering. What we should include and what exclude from the title. Use of upper and lower case type, numerals, and punctuation. What is best to put in each panel. The use of cloth and paper sides. Their relative cost and durability. Cost of binding in America. Impossibility of obtaining figures of value. Extreme cost as reported. Estimated cost derived from experience. European binding. Its cost and character. Library binderies. When they can be run to an advantage.

PROPRIETARY LIBRARIES AND THEIR RELATION TO PUBLIC LIBRARIES.

By C. A. CUTTER.

By a "proprietary library" is here meant one that is owned in shares by a limited number of stockholders, the association having been formed for the sake of creating a general library. This excludes Odd Fellows' Libraries, Social Law Libraries, Young Men's Christian Association Libraries, which are merely adjuncts to an association, and libraries formed for the special study of their own branch of knowledge by scientific bodies, which can conveniently be called Society Libraries. Here and there you may find one, like the Boston Athenæum, in which the library was not the main object of the foundation, but has gradually absorbed all the life of the institution, which is now kept up solely or mainly for the sake of the books. These are properly included.

In this country the Proprietary Library was the parent of the Public Library, and as is said to be the custom among some savage tribes the son when grown up has devoured his father.

Our ancestors organized library societies in which the shares ranged from \$5 to \$300, and the annual dues for the borrowing of books from \$1 to \$5. The Redwood was the first, in 1730; Franklin's foundation at Philadelphia was the most noted.

In all the laws previous to 1849 where the term "public library" is used proprietary libraries and society libraries are meant; there were no others. They spread over the country

rapidly, considering its sparse population and its poverty. Of those which in 1875 numbered 10,000 volumes 5 were established in the last century, 10 in the first quarter of this and 18 in the second quarter. Then our State laws for the maintenance of libraries by taxation began to be passed; but the service which proprietary libraries could render was by no means over, and the new libraries of that kind founded between 1850 and 1875 would not compare unfavorably in number with those of the previous quarters.

In the second period, after the public library is established, a very different fate awaits the proprietary library according as it is endowed or not endowed. If it is endowed the two become friendly rivals, dividing the work of supplying the book needs of the city. The public library at first aims to provide chiefly for the uneducated and the partly educated. It is crowded and unpleasant to frequent. The proprietary library is able to pay more attention to the special studies of the scholars among its proprietors, it can give them more personal attention, and it is for other reasons more agreeable to the fastidious. Neither has any motive to wish ill to the other, or in any way to oppose it. In a poor city it would not be hard for a public library to "freeze out" an unendowed proprietary library. It has only to offer a larger supply of equally good books; to be cordial and obliging to every one; to have long

hours and comfortable reading-rooms; to admit a selected number of scholars to the greater part of the shelves. If it does these things its competitor will soon find itself with empty rooms and an empty treasury.

The main advantage of a proprietary over a public library is that it can grant to its shareholders absolutely free access to the shelves. To a student and a book-lover this alone is well worth the price of admission.

But some losses should be expected and considered as the price which it is worth while to pay for the immense advantage of the privilege; the most valuable books should not be so freely accessible; and where objection is made it should be clearly explained that the choice is not between the browsing of all and the browsing of some, but between the exclusion of all and the admission of some.

What then is the rôle of the proprietary library

in the future? Has it any work to do in the library scheme? The sketch which has been given of its history shows that it has. In States without a library law it must in the future as in the past do the work of the free library. It must supply reading to at least that portion of the community which can afford to pay for reading; it must kindle the desire in as many others as possible; it must make all those local collections which a town library ought to make; it must attract to itself gifts and legacies so as to be ready, when the State finally passes a library law, to serve either as a nucleus or a succursal to the public library.

The proprietary library performs some of the work of a branch of the city library without costing the city anything. And each library gives the other that gentle stimulus to the performance of good work which only the presence of a competitor can supply.

AIDS TO LIBRARY PROGRESS BY THE GOVERNMENT OF THE UNITED STATES.

BY A. R. SPOFFORD, *Librarian of Congress.*

WHATEVER may be the opinions of librarians or of the public as to the adequacy of the service rendered to libraries by our government, it is at least certain that it has been enough to call for worthy recognition at our hands. While it can by no means be affirmed that the government has been consistently liberal, it would be equally untrue to assert that it has been consistently niggardly.

I will venture to lay it down as a postulate that this government of the people owes to the libraries of the country all the aids which a due regard for constitutional limitations will allow. Such aids should by no means be confined to libraries at the seat of government, which may seem to be more peculiarly within its care. The most obvious and practically useful means of extending such aids is a wider and more complete distribution of all books printed at the expense of the government. This method, being but a simple extension, in the interest of public intelligence, of legislation already and for more than half a century upon the statute-book, ought also to be more free from cavil and objection than any other. A thoroughly-digested system of such enlarged distribution has been often put before the committees of Congress through the

aid of this association, and just as often has been rejected, or has failed in one or other house of Congress. The reasons of these repeated failures, complex as they are, have been fully treated by the members of committees in charge of this subject.

In this summary of what has hitherto been done in aid of libraries, details cannot be given. These are summed up, in actual facts and figures, in the complete and fuller article. But I may properly mention some of the more remarkable contributions which have been made to public libraries through the agency of Congress, in the form of publications not emanating from any department or bureau of the government, and hence not constituting documents entering into the ordinary channels of distribution. By far the most costly and extensive publication ever undertaken by the government was the "Narrative and the Scientific Results of the United States Exploring Expedition Round the World in 1838-1842," under command of Captain Charles Wilkes.

Among other notable contributions of special value to libraries have been Force's "American Archives, or Documentary History of the American Revolution," the publication of which ex-

tended to nine volumes in folio (1837-53); "The American State Papers," 38 volumes, folio (1832-6), a republication of important government and Congressional reports and documents, from 1789 to about 1837; Commodore Perry's "Narrative of the United States Expedition to Japan," 3 vols., quarto (1856); "The Writings of Thomas Jefferson," 9 vols. (1853), 300 sets of which went to libraries and institutions of learning; "The Madison Papers," 3 vols. (1840), and his "Writings," in 4 vols. (1865); "The Charters and Constitutions of the United States," 2 vols. (1878); and the collection of French documents, entitled "Découvertes et Etablissements des Français dans l'Ouest et dans le Sud de l'Amérique septentrionale, 1614-1754," edited by P. Margry, and printed at Paris, in 6 volumes (1876-86); and the "Annals of Congress," or debates and proceedings of that body from 1789 to 1824, 42 vols., 8vo (1834-36), of which 300 sets were distributed to libraries and other public institutions.

Another service to libraries, both at home and abroad, rendered by our government, and not so widely known as it should be, is the annual defraying of the cost of foreign exchanges through the Smithsonian Institution.

The government has further benefited the libraries of the country by printing, at its own expense, for years past—(1) the proceedings of the National Academy of Sciences, founded in 1863, (2) the annual reports of the American Historical Association (since 1889); and (3) the annual reports of the Smithsonian Institution, full of valuable scientific papers. All these enjoy such distribution to public libraries as is provided for regular Congressional documents, under existing laws.

Another and more direct aid to libraries by Congress is to be found in the foundation and increase of the various department and bureau libraries at the seat of government. The most extensive of these is the Library of the Surgeon-General's Bureau at the Army Medical Museum, numbering 104,300 volumes. The elaborate catalogue of this collection (the largest assemblage of publications on medicine, surgery, and hygiene in the world) has been printed wholly at the expense of the government.

The Library of the Patent-Office, 50,000 volumes, that of the Department of State, 50,000 volumes, the War Department Library, 30,000 volumes, that of the Navy Department, 24,518 vol-

umes, the Treasury Department Library, 21,000 volumes, the Law Library of the Department of Justice, 21,500 volumes, the Library of the Department of Agriculture, 20,000 volumes, the Interior Department Library, 11,500 volumes, the Library of the Post-Office Department, 10,000 volumes, the Library of the Geological Survey, 30,414 volumes, the Library of the Coast Survey, 12,000 volumes, the Library of the Bureau of Education, 45,000 volumes, the Library of the Bureau of Statistics, 4200 volumes, the Library of the U. S. Naval Observatory, 13,000 volumes, the Library of the Lighthouse Board, 3600 volumes, the Library of the Signal Office, U. S. Army, 10,540 volumes, the Museum of Hygiene Library, Navy Department, 9,938 volumes, the Library of the Solicitor of the Treasury, 7000 volumes, the Nautical Almanac Office Library, 1600 volumes, the Library of the U. S. Hydrographic Office, 3166 volumes, the U. S. Fish Commission Library, 2655 volumes, the Library of the Marine Hospital Bureau, 1800 volumes, and the Library of the Executive Mansion, 2000 volumes, besides many minor collections of books in various bureaus, have all been built up by Congressional appropriations.

But the most extensive outlay for library purposes by our national government has been the establishment and constant increase of the Library of Congress. Beginning with the modest appropriation of \$5000 in 1800 "for the purchase of such books as may be necessary for the use of Congress at the city of Washington," the Library grew very slowly for half a century, till, in 1851, a fire in the Capitol consumed all but 20,000 volumes of the collection. Congress at once appropriated \$75,000 in one sum for the purchase of books, and \$72,500 for rebuilding the interior in solid iron.

The wise and liberal provision, after years of delay, for a separate library building of the most ample dimensions, of absolutely fire-proof materials, and on a plan combining utility and beauty in a high degree, is most creditable to the ultimate judgment and liberality of Congress. The extent of accommodation for books will be 4,500,000 volumes, and the limitation of cost \$6,000,000, to which is to be added the sum paid for the site, \$585,000. Three more years will witness the completion of a library edifice which for capacity, for convenience, for solidity of construction, and for architectural beauty promises to be worthy of the nation and of the age.

FICTION.

By ELLEN M. COE, *N. Y. Free Circulating Library.*

In preparation of the paper "Fiction" for the A. L. A. meeting, Chicago, '93, a circular letter (accompanied by several lists, which with the voting thereupon may be published later) was sent to 75 librarians. Answers, statements of opinion of great value, were received from 60. These letters represented every shade of opinion, from the most radical to the extreme of liberal, and it was at first doubtful if the average of a majority large enough to be authoritative would be arrived at, but, when the tabulation was complete, no doubt remained. The A. L. A., voiced by the 60, gives forth no uncertain sound as to the necessity and duty of restricting the provision for Fiction (novels, strictly so speaking) to the smallest possible quantity of the best quality.

It will be impossible to give in full the letters received, but extracts will follow the table of answers to numbered questions. The following is the circular sent:

Having been appointed editor of the chapter "Fiction" for the forthcoming A. L. A. handbook, I beg your assistance.

Will you fill out the enclosed blanks, and also answer by number and as fully as time will permit to the following points questioned?

1. Advisability of a check-list of novels.

This in order that the opinion of the majority of the A. L. A. may be clearly defined.

2. What per cent. of Fiction would you recommend for purchase in starting a new library?

3. What per cent. of "allowance for books" would you devote to the purchase of Fiction (including duplicates and worn out volumes replaced)?

4. Do you publish separate "Fiction-lists"?

5. Do you publish separate "Juvenile Fiction-lists"?

6. Do you think this advisable?

7. Do you in your general Fiction-lists indicate, and how, books recommended to the young?

8. Do you in lists of books in classes other than Fiction indicate those recommended to the young?

9. Do you deprecate the reading of Fiction to the extent now practised?

10. Do you endeavor to check or restrain this habit in your readers or to direct specially their reading into other channels?

11. Do you believe reading of light Fiction leads to more serious reading?

12. Do you think the reading of the public as you know it is improving?

13. Will you give me in brief any opinions on the "Fiction question" not covered by above statements?

14. Will you add (for use in a bibliographical list now in preparation) titles of books, pam-

phlets and magazines and newspaper articles on the subject; also a list of addresses delivered, or papers read by you bearing on the matter?

1. Advisability of a check-list of novels (for the use of librarians only, *not* for publication)?

38 answers: 28, yes; 4, doubtful; 6, no.

Extracts: "A great assistance;" "Should be glad to have a list to fall back upon;" "If intended as an 'Index expurgatorius' of objectionable literature would probably make the A. L. A. a laughing-stock among men of letters and men of the world."

2. Per cent. of Fiction in starting a new library?

50 answers: average 20 per cent.; largest 50; smallest 10.

Extracts: "Smallest possible;" "The larger the library the smaller the per cent. of Fiction."

3. Per cent. of "allowance for books" to be devoted to purchase of Fiction?

50 answers: average 15 per cent.; largest 50; smallest 10.

4. Separate Fiction-lists published?

52 answers: 30, no; 12, yes; 10, "best novels only" or "selected lists only."

5. Separate Juvenile Fiction-lists published?

42 answers: 20, no; 12, yes; 10, "selected lists only." Many librarians depend upon Sargent's and other like lists. Several libraries publish graded lists for schools.

6. Do you think this advisable?

48 answers: 32, no; 12, "if annotated, or carefully selected only."

Extracts: "Yes, if annotated — a Fiction-list without notes is worse than none at all." "No, would increase the reading of fiction;" "Every Fiction-list should be accompanied by a comprehensive list of 'best novels' as a guide to those who want to read the best, together with references to Boston and Philadelphia lists, etc.;" "Would be positively pernicious."

7. Books recommended to the young indicated in Fiction lists?

38 answers: 13, yes; 10, no; 15, "selected lists," "Sargent's," "graded lists," "150 best juveniles."

8. Books recommended to the young in classes other than fiction?

28 answers: 12, no; 13, yes; 3, "selected lists."

Extract: "It is our intention to annotate also our card catalogue."

9. Deprecate the reading of fiction?

42 answers: 17, radical; 21, conservative; 4, liberal.

Extracts: "Reading of *poor* fiction, yes;" "Most emphatically;" "I deprecate the extent to which works of the so-called realistic school of novelists are read. Of pure, wholesome, instructive fiction, I do not."

10. Endeavor to check or restrain this habit in your readers?

48 answers: 20, no; 28, yes.

Extracts: "By limiting fiction to standards;" "By obtaining all the best and most attractive books in other lines, by displaying these where all comers may examine them freely, and by personal recommendation when opportunity offers;" "I try to make the notices of books other than fiction so interesting that readers will be induced to call for them—I rarely notice fiction."

11. Believe the reading of fiction leads to more serious reading?

45 answers: No, 25; doubtful, 10; yes, 10.

Extracts: "Yes, in the beginner—not in the college man;" "With the young, perhaps, yes—with adults, no;" "No, most emphatically."

12. Think the reading of the public improving?

33 answers: 23, yes; 4, no; 6, doubtful.

13. Opinions?

Answers to this would include all the letters received, few of which can be printed. If time allows they may be read at the convention.

14. Bibliographical list will be most interesting and instructive. Titles of a few papers follow.

First meeting of A. L. A., 1876. L. J., v. 1.

International Conference, Lond., proceedings.

L. J., v. 2.

Papers read at conference in Boston. L. J.,

v. 4. Symposium. Fiction in libraries. L. J., v.

15.

Fiction in public libraries, by William Kite. L. J., v. 1, no. 8. Also published in pamphlet, Phila., 1880.

Free Public Library—its uses and value. Printed by order of the St. Louis Commercial Club, 1893.

Per cent. volumes fiction in libraries. Response from over 50 libraries: average, 24; lowest 10; highest, 45.

Per cent. issue of fiction. Response from over 50 libraries: average (yearly), 56; lowest, 8; highest, 80.

NOTE.—It is worthy of notice that the highest provision (45) is followed by the highest use (80).

REPORT ON READING OF THE YOUNG.

By CAROLINE M. HEWINS, *Hartford (Ct.) Library Association.*

146 out of 160 libraries have answered the following questions:

1. Are your children's books kept by themselves?

2. Are they classified, and how?

3. Have they a separate card catalog or printed finding-list?

4. Are they covered?

5. Do you enforce rules with regard to clean hands?

6. Have you an age limit, and if so, what is it?

7. Do you allow more than one book a week on a child's card?

8. Are children's cards different in color from others?

9. What authors are most read by children who take books from your library?

10. What methods have you of directing their reading?

Have you a special assistant for them, or are they encouraged to consult the librarian and all the assistants?

11. Have you a children's reading-room?

76 reply to the first question that their children's books are kept by themselves, 20 that a part, usually stories, are separate from the rest of the library, and 50 that there is no juvenile division.

3 answer simply "Yes" to the second question. 24 have adopted the Dewey system, in two or three cases with the Cutter author-numbers, and 4 the Cutter system; 10 arrange by authors, 18 by subjects, 3 by authors and subjects, 38 report methods of their own or classification like the rest of the library, and 46 do not classify children's books at all.

In answer to the third question, 5 libraries report both, 15 a card catalog for children, 43 a finding-list for sale or distribution, and 83 no separate list. 5 of these, however, designate children's books by marks in the general catalogs. Of the printed finding-lists 4 are Sargent's, 1 Larned's, 2 Hardy's, and 2 Miss James's. Copies of 28 of these lists are here, and may be examined at any time during the conference.

The fourth question relates to covering books

for children. 82 libraries do not cover them, 27 cover some, either those with light bindings or others that have become soiled and worn. 35 cover all, and 2 do not report.

In reply to the fifth question 44 libraries require that children's hands shall be clean before they can take books from the library, or at least when they use books or periodicals in the building, 46 have no such rules. Others try various methods of moral suasion, including in one instance a janitor who directs the unwashed to a lavatory, and in another a fine of a few cents for a second offence.

The sixth question, whether there is an age limit or not, brings various replies. 36 libraries have none, 5 base it on ability to read or write, one fixes it at 6, one at 7, and one at 8. 10 libraries allow a child a card in his own name at 10, 2 at 11, 44 at 12, 6 at 15, 30 at 14, 4 at 15, and 6 at 16. They qualify their statements in many cases by adding that children may use the cards of older persons, or may have them if they bring a written guarantee from their parents, or are in certain classes in the public schools.

Question 7 deals with the number of books a week allowed to children. 90 libraries allow them to change a book every day; one (subscription) gives them a dozen a day if they wish. 15 limit them to 2, and 3 to 3 a week, and 15 to only 1. Several librarians in libraries where children are allowed a book a day express their disapproval of the custom, and one has entered into an engagement with her young readers to take 1 book in every 4 from some other class than fiction.

Question 8 is a less important one, whether children's cards are of a different color from others. There is no difference between the cards of adults and children in 118 libraries, except in case of school-cards in 2. In 4, the color of cards for home use varies, and 4 report other distinction, like punches or different charging-slips. 8 do not charge on cards, and 12 do not answer.

With regard to question 9, "What authors are most read by children who take books from your library?" the lists vary so much in length that it is impossible to give a fair idea of them in a few sentences. Some libraries mention only 2 or 3 authors, others 10 times as many. Miss Alcott's name is in more lists than any other. Where only 2 or 3 authors are given, they are usually of the Alger, Castlemon, Finley, Optic grade. These 4 do not appear in the reports

from 34 libraries, where Alden, Ballantyne, Mrs. Burnett, Susan Coolidge, Ellis, Henty, Kellogg, Lucy Lillie, Munroe, Otis, Stoddard, and various fairy tales fill their places. 7 are allowing Alger, Castlemon, Finley, and Optic to wear out without being replaced, and soon find that books of a higher type are just as interesting to young readers.

Question 10 asks what methods are used in directing children's reading, and if a special assistant is at their service, or if they are encouraged to consult the librarian and all the assistants. Many librarians over-conscientiously say "No methods," but at the same time acknowledge the personal supervision and friendly interest that were meant in the query. Only 9 do not report something of this kind. 5 have, or are about to have, a special assistant, or have already opened a Bureau of Information. 4 say that they pay special attention to selecting the best books, three of the larger libraries have open shelves, and 2 are careful in the choice and supervision of assistants.

In answer to question 11, 5 report special reading-rooms, present or prospective, for children, 3 more wish that they had them, while others believe that the use of a room in common with older readers teaches them to be courteous and considerate of others. Most reading-rooms are open to children, who sometimes have a table of their own, but in a few cases those under 14 are excluded.

My own opinions on the subjects treated in the questions are:

1. It is easier for a librarian or assistant to find a book for a child if whatever is adapted to his intelligence on a certain subject is kept by itself, and not with other books which may be dry, out of date, or written for a trained student of mature mind.

2. It is also easier to help a child in working up a subject if the books which he can use are divided into classes, not all arranged alphabetically under authors.

3. A separate card catalog for children often relieves a crowd at the other cases. A dictionary catalog does not help a child. An author-list, divided into subjects, with notes and suggestions of books for older readers which are interesting to children, can be sold for a few cents and gives the pleasure of ownership, besides many suggestions on books for home and school use. The advantage of the card catalog is of course that it is up to date, and it should be combined with the

list. A boy not long ago asked in a library for Goethe's "Elective Affinities." The loan clerk, thinking it beyond his years, said: "What are you going to do with it?" "Make one," answered he, and a few questions drew from him that he was looking for a simple book on electricity, which a list for young readers would have given him. "Shut Your Mouth," a book on throat diseases, is often called for by boys, who believe it to be something funny.

4. The money spent in paying for the paper and time used in covering books is just as well employed in binding, and the attractive covers are pleasant to look at.

5. The books can be kept reasonably clean if children are made to understand that they must not be taken away, returned, or, if possible, read with unwashed hands. The children of a city soon begin to understand this, if they are spoken to pleasantly and sent away without a book until they come back in a fit state to handle it.

6. As soon as a child can read and write he should be allowed the use of books. A proper guarantee from parent or teacher should, of course, be required.

7. A child in school cannot read more than one story-book a week without neglecting his work. If he needs another book in connection with his studies, he should take it on a school or teacher's card.

8. It is best, if a child has only one book a week, for his card to be of a different color from others, that it may be more easily distinguished at the charging-desk.

9. It has been proved by actual experiment that children will read good books if they are interesting. New libraries have the advantage over old ones, that they are not obliged to struggle against a demand for the boys' series that were supplied in large quantities 15 or 20 years ago.

10. As soon as children learn that in a library there are books and people to help them on any subject, from the care of a sick rabbit to a costume for the Landing of the Pilgrims, they begin to come and ask advice about their reading. It is a good thing if some of the library assistants are elder sisters in large families who have tumbled about among books, and if some of the questions asked of applicants for library positions relate to what they would give boys or girls to read. If an assistant in a large library shows a special fitness for work with children, it is best

to give it into her charge. If all the assistants like it, let them have their share of it.

11. The question of a children's reading-room depends on the size of the room for older readers, and how much it is used by them in the afternoons. Conditions vary so much in libraries that it is impossible for one to make a rule for another in this case.

SHORT LIST OF BOOKS AND ARTICLES SUGGESTED FOR READING.

- Abbott, L., ed. Hints for home reading. N. Y., 1880. 4 + 147 p.
 Bean, M. A. Evil in unlimited freedom in the use of juvenile fiction. L. J. 4: 341.
 Brooks, M. H. Sunday-school libraries. L. J. 4: 338.
 Burt, M. E. Literary landmarks. Bost., 1889. 8 + 152 p.
 Fletcher, W. J. Public libraries and the young. In U. S. Report on Public Libraries in the United States, 1876, 1: 412.
 Foster, W. E. How to use the public library. In his Libraries and readers. N. Y., 1883.
 Green, S. S. Personal relations between librarians and readers. L. J. 1: 74.
 — Sensational fiction in public libraries. L. J. 4: 345.
 Hale, E. E., and others. "Books that have helped me." N. Y., 1888.
 — How I was educated. N. Y., 1887.
 Hanaway, E. S. Children's Library in New York. L. J. 12: 158, 185.
 Hardy, G. E. Five hundred books for the young. N. Y., 1892. 6 + 94 p.
 Hawthorne, J. Literature for children. *No. Am.* 138: 383, also in his Confessions and criticisms. Bost., 1887.
 Hewins, C. M. Books for the young. N. Y., 1882.
 — Yearly report on boys' and girls' reading, 1882. L. J. 7: 182.
 Home Libraries of the Children's Aid Society. L. J. 16: 278.
 James, H. P. Yearly report on reading of the young. L. J. 10: 278.
 Massachusetts Free Public Library Commission. Reports, 3 v. Bost., 1891-93.
 Matthews, B. (Arthur Penn). Home library. (Appleton's home books.) N. Y., 1883. 154 p.
 Repplier, A. What children read. *Atlant.* 59: 23, also in her Books and men. Bost., 1888.
 Sargent, J. F. Reading for the young. Bost., 1890. 4 + 121 p.
 Sargent, M. Yearly report on reading of the young. L. J. 14: 226.
 Scudder, H. E. Childhood in English literature and art. *Atlant.* 56: 369, 471.
 — Childhood in modern literature and art. *Atlant.* 56: 751.
 Wells, K. G. Responsibility of parents in the selection of reading for the young. L. J. 4: 325.
 Wiggie, K. D. What shall children read? *Cosmopol.* 7: 355, also in her Children's rights.

REFERENCE-BOOKS.

BY E. C. RICHARDSON, *Princeton College Library.*

"THE reference-book" in current library use has three recognized meanings: 1. The reference-book proper is a book which is to be consulted for definite points of information (rather than read through), and is arranged with explicit reference to ease in finding specific facts. 2. Books of reference are books which are not allowed to circulate, but kept "for reference only." 3. Reference-books are the books accessible to the public.

These definitions are historically related in the fact that the reference-book proper, on the principles of frequency of use and urgency of use, and especially method of use, needs to be restrained from circulation and as the most prominent class of restrained books gives name to all books which do not circulate, including those restrained on account of special value, and even other varieties of kept books.

Again, from the method of use, this class of books is the most troublesome, both to user and to librarian, if each one must be signed for and given out, so that it is the first class to compel the placing of books on shelves accessible to the public, and thus gives name to a class which may include many works not strictly of reference.

POINTS OF AGREEMENT.

It is agreed:

1. That a good collection of reference-books is fundamental to (a) the proper accumulation of a library, (b) to its effective use.

2. It is agreed also that wherever practicable means should be taken to train readers in the use of reference-books. This is done (a) by individual assistance to readers (cf. chapter by Foster), (b) by lectures, as by Dr. Poole (L. J. 8: 51-2) and by various others, especially in college libraries (cf. chapters by Foster and Little), (c) by printed guides to the use of the books (Green Library aids, the handbooks of various libraries, etc.), (d) by devices to induce the practical use of the books (e.g., Library questions and answers, L. J. 3: 126, 159).

3. That in the wide latitude of conclusions under reference-books the following classes are reference-books under all definitions: General bibliographies, general encyclopædias, general dictionaries of words, persons, places or things, atlases, and general indexes.

4. That copies of the most used reference-books with all unique and excessively valuable

books should be restricted in circulation or restrained altogether.

The reasons which underlie the restriction of books are (a) that they will be needed by others, (b) that they will be in danger of receiving injury, (c) that they will be in danger of doing injury.

5. That at least a small selection of the best reference-books should be accessible to the public.

These have come to be known as the reference department, and are in general usage, *par excellence*, reference-books.

6. That more and better reference-books are needed and that librarians have responsibilities in their making.

This is recognized in the special committee of the A. L. A. on co-operation (cf. chapter by Fletcher on indexes). The systematic effort of the association has hitherto been chiefly directed to coöperation of many members in single works (Poole Index, A. L. A. Indexes).

This field is by no means filled, and one of the most practical objects for early future work is an index to biography (cf. Ford, L. J. 17: 85-86) on a method which combines the method of Poole's Index with that of Phillips' Dict. of Biographical Reference. An even larger field is to be found in coöperation by division of labor, by which each librarian takes some larger or smaller specialty, according to his tools and energy, and makes this his life-long care. This has been recognized in A. L. A. in the principle of annual reporters (now abandoned in practice), and particularly in this subdivided handbook. To carry it out each coöperator should consider his subject, or some subdivision of it, a perpetual specialty, should produce a monograph and keep it up to date, printing as publishing opportunity occurs. As Mr. Cutter is a specialist on rules for cataloging and various other things, Miss Sargent on books for the young, others should take other subjects and be perpetually responsible for the same.

POINTS OF DISAGREEMENT.

1. It is not agreed that the loan of reference-books shall be absolutely forbidden.

Some librarians are forbidden by terms of gift and others by their own law to loan any book or any reference-book out of the building. The majority, however, who are free from the bond-

age of the law, though under the law of righteousness, make an exception to the rule which fulfils the spirit of the rule; *e.g.*, in a library which closes at dark reference-books may be loaned one night or less-used reference-books may be loaned on condition of immediate return if wanted by some one else. In some libraries periodicals are regarded as books of reference, and are not loaned at all or loaned for 1, 2, or 3 days. The sensible principle seems to be that just as frequently used books which are to be read through are restricted in time to the shortest time (say 7 days) in which they can be conveniently read, so reference-books should be restricted to 7, 3, 1, or a fraction, and lengthened for special circumstances.

On loan of reference-books cf. Madan, Bodleian lending, Oxf., 1888; cf. L. J. 6: (1881), 226.

2. It is not agreed as to the exact limits of restricted books of reference.

Valuable books and immoral books are evidently not strictly "reference-books," and the term "kept books," sometimes applied to one or both of these, might be a better general term for restricted books, valuable books, "Facetia," etc.

Books like periodicals, restricted to 1 to 3 days, are more nearly reference-books, but are not "for reference only," nor yet kept books; therefore, restricted books might be used for all books loaned for less than the regular time or on special conditions of deposit, guarantee, etc.

Temporary reference-books, or books withdrawn from circulation for some special reason for a short time (*e.g.*, college, school, and literary societies' essays and debates), are strict reference-books, but are sometimes called "reserved books."

In libraries with large, accessible reference department, text-books, histories, etc., are included, which are not strictly, or generally, in other libraries regarded as reference-books, and on the other hand some libraries circulate little-called-for books which (*e.g.*, Savage's "Book of Genealogy," Peel's "Peerage") in others are strictly reference-books.

3. Whether books generally considered immoral in tendency should be (a) circulated freely, (b) restricted to special application, (c) excluded from library entirely.

The chief discussion under this relates to works which have an established place in literary history, and on this issue there is substantial agreement that there is at least a minimum number which should be restricted, but not ex-

cluded. Similarly on the question of erotic literature, librarians agree in restriction, with a strong vote for substantial exclusion.

4. How far books shall be accessible to the public (Question of reference department — access to shelves).

The question is quite apart from one of circulating or not circulating. The largest "Reference libraries" (*e.g.*, the British Museum) have "Reference departments," or books placed at the free disposition of readers — a wheel within a wheel.

Again, the books exposed (*e.g.*, once more, the British Museum) are seldom confined to technical reference-books. They are rather a "miniature of the whole library," the cream (from the worker's standpoint) of the whole collection, having representatives from every class. These are the reference-books in the most general usage of the present day. The general question of the reference department is therefore a much broader one than that of the technical, unquestioned reference-books which it may contain, and involves the whole problem of access to the shelves.

The reference department, as now constituted, is a compromise between the ideal demand of readers for universal access to all the books, and the recent total denial of the right of access, which, beginning in a laudable spirit of exact organization, grew into a spirit of red tape.

The demand for a more general access to the shelves is being more and more recognized as a just one. The practical advantage to the student (L. J. 2: 62, 12: 184, 13: 180, 15: 20-21) or even the general reader (L. J. 15: C33-37) of access to and the handling of his books is generally acknowledged, although some librarians have maintained the rather futile contention that readers are better and more quickly served by catalog and attendant than by aimless (?) wandering among the books. The fact of advantage settled, it is with the modern librarian merely a question of "none, or some, or all." The "none" is now eliminated by universal consent, and the "all" must be also dropped by libraries which have valuable books, leaving only the question of how many and how — degree and method — questions of casuistry.

The range of this question extends from a small collection of reference-books to all but a few extra valuable or "inexpedient" books, and every phase has its counterpart in actual usage. Some libraries give access to none, others to all but valuables. Some give access to substantially

all but fiction, others to none but fiction, and still others to various degrees between (e.g., to "Patents and Fine Arts.")

The difficulties in free access to shelves are: 1. Danger of loss or mutilation of books. 2. Danger of confusion through misplacement of books. Something of both must be counted on, and this constitutes a difficulty great enough to make access of everybody to everything impossible in the largest libraries, though practicable in many small ones. This impracticability of a very desirable thing has led to compromises and substitutes, the most universal of which is the reference department having as large a selection as can be managed of the best working books or even the best books for reading (a "library of best books," cf. Larned in L. J. 14:127), and having besides this fixed collection various features of a more or less changing character, such as collections of books on special topics placed in reference department when these subjects are specially inquired after, the "Seminary Library," where special classes of books are gathered for special classes of students, and now quite commonly, the "Latest Accessions," which, placed where they can be looked over, satisfy the most clamorous demand of the general reader.

Another compromise or substitute is the admission of certain classes of users who will receive the greatest probable advantage and do the least probable harm. Sometimes this is done only when the reader is accompanied by a library attendant, but often it is allowed with simple shelf-permit. This is a common practice in college libraries, where professors often have free access and can grant permits to students.

The result of endless discussion on the whole subject is that there is an increased number of libraries giving access to most or some classes, a great increase in select reference departments and increase of facilities for above use, and a genuine disposition to grant the broadest practicable access.

Following are the more interesting references bearing on the question:

General. L. J. *8:241 (Foster); 13:35 (Cornell); *15:100; *103, 133-4; *15:197-8, 229-231, 296 (Symposium on access); *16:268-9 (Higginson); *16:297:300 (N. Y. Lib. Club); 16:C62.

Discussions. L. J. 2:275-8 (London); 12:447; *13:309 (Catskills); 16:108 (San Francisco); 17:69-70 (Lakewood); 18:124 (Minn. L. A.).

Special Classes. 18:189 (English); 5:180 (stu-

dents); 14:127-8 (class-room); 15:142-3 (Seminary); 17:86 (College); **18:116 (College).

Industrial Libraries. (To be given in full paper.)

5. Finally librarians are not agreed on methods of administration of reference-books. This, however, is one of the cases where there is lack of agreement on account of lack of comparison.

The chief points are: How to protect from loss and confusion, how to keep accurately located, and how to preserve statistics.

A frequent method of numbering reference-books is simply to prefix R. or Ref. to the regular number. To protect from loss or confusion the fundamental means are frequent examination with shelf-list and conspicuous numbers on outside of books.

The best discussion of methods for reference department is Austin, L. J. 18:(1893) 181 seq.; cf. (method of recording use) L. J. 15:(1890) 221, and (arrangement) L. J. 5:(1880) 180.

Bibliography of reference-books. Cutter's Rules (Wash., 1891), p. 128, give a sufficient list of best reference-books for cataloging. Of reference-books for public use the chief of all lists is the books of reference in the reading-room of the British Museum (Lond., 1st ed. 1871, 3d ed. 1889).

This does not answer the same practical purpose as Cutter's, on account of the great number and variety of books included, but in the latest edition the lists arranged like Dr. Spofford's list in the 1876 report under various subjects make an exceedingly useful and on the whole the best guide to reference-books for a large library. Somewhat nearer to average need is the list in Wheatley, *How to form a library* (1887), pp. 91-129 and 141-173.

To supplement these lists for the most practical uses consult the A. L. A. reports on aids and guides; Green, 1882; Foster, 1883; Crunden, 1886; Lane, 1887; Lane, 1889; Beer, 1890; also Green's *Library Aids*, Lane's *Indexes to best and recent reference lists in the Harvard University*, *Bibliographical Contributions* Nos. 17 and 29, and Carr's *Index to recent reference lists*, L. J. 8:(1883) 27-32.

These with Whitney's List of bibliographies in the Boston Public Library are the best helps for the average library, but the larger libraries will find the bibliographies of bibliographies by Petzholdt and Vallée primary. To keep lists up to date see bibliographical departments of the LIBRARY JOURNAL and the *Centralblatt*.

For select lists Winsor's Reference-books in

English (L. J. 1: 247-9) is a model of practical method and just discrimination, now partly but not wholly out of date. Miss Hewins (L. J. 11: 305-8 *passim*) indicates reference-books for the smallest libraries. Later lists of considerable help and varying critical value are found in

works of Sonnenschein (Best books), Sargant (Guide-book to books), and Acland. These represent libraries of say 50,000, 15,000, and 2000 vols. They all give hints of prices. The standard list for a small library at the present day is of course the catalog of the A. L. A. Library.

ASSISTANCE TO READERS.

By W. E. FOSTER, *Providence Public Library.*

THIS must presuppose:

1. *A well-chosen collection*, implying discrimination not only in the original choice, but in subsequent "weeding."

2. *Effective marshalling on the shelves*, classification being an effective means to securing shortest access to desired books.

3. *Forms of cataloging helps*. The co-operative principle has proved serviceable not merely in such instances as Poole's Index and the "A. L. A. index," but in subject catalogs like the Brooklyn catalog, and in various forms of bibliographies, reference-lists, reading-lists, etc., prepared usually for the readers using a single library but available in many others. The question what shall be undertaken by each individual library must depend on a weighing of the relative advantages of the card catalog, the printed bulletin, and also probably the Rudolph Continuous Indexer.

4. *Architectural features*. Arrangement of rooms must keep in view minimum time, space and effort, and ideal lines of extension, and combine compactness of storage with generous special provision for students. Access to shelves is undoubtedly time saving in small libraries. To be so in large libraries, the Newberry Library type should be kept in view if large funds and generous space are available; yet even otherwise much may be accomplished, (1) by placing the entire collection of "reference-books" (dictionaries, etc.), on open shelves, in the reference-room; (2) and the "new books," on open shelves, in the delivery-room; (3) placing certain departments, stored in the stack, in as close proximity to study-rooms, etc., as possible; (4) issuing "permits" to the stack when judged advisable.

5. *The personal element*. Machinery must not be neglected, yet the personal contact of the reader with some library officer is still indispensable. Where this form of application can be concentrated on one officer, with no other duties, as at an "information desk," the ideal

results are obtained, in directness, and in time-saving, but this should only be undertaken when (1) the place is filled by some one possessing exceptional qualifications, (2) when careful provision is made for a scheme of substitutes in case of absence; (3) when printed blanks are supplied to insure an inquiry being referred in every case to the officer most capable of dealing with it; (4) and when care is taken that the trained interest of all the staff is secured, in this method of assistance, through monthly "staff meetings," or otherwise. When the large number of libraries reporting themselves as looking forward to these last-named methods shall have been able to take these steps, the usefulness of the libraries of the country as a whole will have been many times increased.

REFERENCES.

1. *A well-chosen collection. Original choice.*
A. L. Proc., 1892, p. 18-22; "The evaluation of literature," by George Hes.
Weeding out.
22d ann. rpt. Thomas Crane Public Library, Quincy, Mass. (by Charles Francis Adams) 1893. See same subject discussed in *The Nation* 56: 210-11 (March 23, 1893); also in Justin Winsor's article, "The future of local libraries," *Atlantic*, 71: 515-18 (June, 1893); also L. J. 18: 108, 118-19 (April, 1893); also by Mr. Adams, Col. Higginson, Mr. Green, and others, *Proceedings of Massachusetts Library Club*, June 12, 1893.
2. *Effective marshalling on the shelves.*
W. E. Foster's paper in A. L. A. Proc., 1890, p. 6-9; "Classification from the reader's point of view."
3. *Forms of cataloging helps.*
Subject catalogs and bibliographies are discussed by C. H. Hull, L. J. 15: 167-71; C. A. Cutter, *ibid.*, p. 163-64, 196; W. E. Foster, 1890 Proc., p. 7. Reference-lists are discussed in G. Hes' "Public libraries of to-day," *N. Y. Tribune*, October 9, 1892; W. E. Foster's "Libraries and readers," 1893.
4. *Architectural features.*
The literature of access to shelves, already very voluminous, can be traced in the index to the successive volumes of the LIBRARY JOURNAL (particularly 15: 197-98, 229-31; 16: 268-69). The Newberry Library plan is explained by Dr.

Poole, in 1890 *Proc.*, p. 107-11. Compare his "Construction of library buildings," 1881; also his "Remarks on library construction," 1883. On "permits" to the stack, at Cleveland and Minneapolis, see *L. J.* 16:175; 17:445-47.

5. *The personal element.*

On the Information Desk, see *L. J.* 16:263, 271-72; 18:178, 179; 13th, 14th, and 15th *rpts.* Providence Public Library.

On cautions and safeguards, see Providence Public Library 13th *rpt.*, p. 14; *L. J.* 16:295-96, 297-300.

INDEXING.

By W: I. FLETCHER, *Amherst College Library.*

1. DISTINCTION between catalogs and indexes. Catalogs give a key to the separate books and pamphlets in a library; indexes guide the reader to *parts* of books.

2. Different kinds of literary material needing indexing—periodicals, essays, scientific transactions, etc.

3. Indexing in individual libraries *vs.* co-operative indexing. How to secure the much-needed index to scientific transactions, etc.

4. Methods of making indexes; standard lists

of subject headings *vs.* headings independently chosen; inversion of titles; self-explanatory *vs.* arbitrary references and abbreviations; condensation of titles; alphabetical arrangement.

5. Four forms of indexes: (a) in books, *e.g.*, the Burr index; (b) slips pasted on sheets; (c) cards; (d) Rudolph indexer. [*Add Linotype?*]

6. Importance of indexing in the future; enormous growth of literature demands thorough indexing. Indexes in books; their need and their usual defects.

SCRAP-BOOKS, CLIPPINGS, ETC.

By W: A. BARDWELL, *Brooklyn Library.*

THE subject of scrap-collecting is not a new one. At the second conference of librarians, held at the library of the Y. M. C. Association of New York, in Sept., 1877, Mr. Spofford suggested how valuable it would be to keep scrap-books on special topics. He thought the subject worthy of consideration not only by librarians but by people in general.

Mr. Winsor, of the Boston Public Library, and Dr. Holmes both stated that it was the custom in their libraries to make an occasional scrap-book on special topics. In October of the same year Mr. C: A. Durfee published an interesting and suggestive article on scrap-books in libraries (pp. 65-66 of the *L. J.*, v. 2, 1877-78). The subject has since been occasionally mentioned in a few of the periodicals indexed in Poole and Fletcher, but more frequently in the *LIBRARY JOURNAL* (see references below).

The largest collection of scrap-books known is Mr. T: S. Townsend's "War library of national, state, and biographical records." This work, comprising over 100 volumes of great size and weight, is deposited at the Columbia College Library, N. Y., and is valued at \$50,000, although it was offered to the Library of Congress at a considerably lower figure.

A very interesting collection of pictorial scrap-books is to be seen in the Brooklyn Library. It

consists of six elephant folio volumes containing several thousand pictures and engravings, elegantly and carefully mounted. This collection was made by Dr. Nellie M. Flint, a granddaughter of Captain David Morris, of the prison-ship *Jersey*.

The Los Angeles Public Library has recently formed a plan for a clipping bureau for the collection of information regarding local interests, which promises to be of material service to its readers (see *L. J.* 18:129).

As to our own collection proper, biographical clippings have, in the Brooklyn Library, been found exceedingly valuable as supplementing the biographical dictionaries. The local clippings on Brooklyn, Long Island, and New York contain much not to be found elsewhere; and the collection of fugitive poems, quotations, etc., has many things not to be found in the books. Our clippings are thrown into square boxes until there is time to sort and paste them, and some libraries keep their clippings arranged permanently in such boxes. But probably the best and most satisfactory method of preserving for ready reference is to paste the clippings on pieces of manilla paper, or on sheets folded once, of uniform size. These pieces, or sheets, can be laid upon each other and kept in boxes, room being kept for further additions to be incorporated,

the contents of each box being indicated on its back.

The advantage of pasting on sheets folded at the centre is that these sheets can at any time be sewn together and bound into a volume and shelved with books in the class to which they belong. This relieves the scrap collection of some of its bulk, and, as has been suggested, admits of the weeding out of sheets containing obsolete matter. The sheets in each case, or box, should be numbered from 1 up, with rubber type and a pad, later additions being marked 1-a, 2-a, etc., so that the wayfaring man need have no difficulty in keeping the sheets in order. Should the wayfaring man, however, as is quite likely, mix the contents of a box, an assistant can occasionally be detailed to set things straight.

In response to a circular recently addressed to more than 100 representative libraries throughout the country, it was ascertained that 58 of these had scrap collections of greater or less extent, while 9 others were only deterred from it by lack of time or insufficient working force. The general opinion with the majority of those applied to was, that the practice of scrapping can be made very useful as an aid to readers and students.

One of the devices for preserving clippings is the "Index Scrap File," manufactured by H. Crocker, Fairfax, Va. This consists of a piece of light manilla cardboard, $9\frac{1}{2} \times 10$ inches, folded twice—one of the folds being clipped into strips half an inch in width, to which the clippings are to be attached by paste, with number of the scrap at margin. When these strips are folded in, the other side is folded over on them, leaving a space on the back of the file upon which its contents may be lettered. This is a rather ingenious contrivance, and would do very well if only handled by the librarian; if used by the public, the narrow strips, to which the clippings are pasted, would be very soon torn off; the file would not stand much usage.

The plan of keeping clippings in envelopes—lettered and arranged alphabetically by subjects—is a favorite one, and answers very well when there are but few scraps on a subject; but these soon become bulky and crammed if there is rapid growth in a subject—as in "Biography," for instance.

In nearly all cases the work of scrapping is done by some of the regular staff; but in one or two instances reported, assistance is volunteered by people not connected with the library but in-

terested in its welfare, and who, having time to spare, are willing to devote some of it to this department of work.

As the time required for scrap-book making is more expensive than the material used, it seems that much might be done by volunteer aid. In nearly every place where there is a public library there are people who could spare time at intervals to do something, under the direction of the librarian, towards developing a scrap collection. The work of inspecting papers, marking and clipping, sifting and classifying, pasting and indexing, could thus be carried on without drawing very much upon the time of the librarian or his assistants, and the volunteers could hardly fail to become more deeply interested in the institution to which they were giving their aid. In the Middlesex Mechanics' Institute, at Lowell, and at the Lynn Public Library, some outside help is utilized. At Wellesley, Mass., the work was at one time carried on by the college departments.

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American Library Association.

CHICAGO PROGRAM.

THE month of July at Chicago has been set apart for Departments VII.-IX. of the World's Congresses, planned in connection with the World's Fair—Music in the week commencing July 3, Literature in the week commencing July 10, and Education in the week commencing July 17. In Department VIII., Literature, the following congresses have been announced:

1. A congress of authors.
2. A congress of historians and historical students.
3. A congress of librarians.
4. A congress of philologists.
5. A congress on folk-lore.

This plan is arranged to bring together at the same dates men interested in the several divisions of letters—with the corresponding disadvantage that since one speaker or hearer cannot be in several places at the same time, many of those attending will miss meetings at which they desire to be present.

The World's Congress of Librarians will be in part coincident with the Chicago Conference of the American Library Association. The train which will bring many of the librarians from the East is scheduled to reach Chicago Wednesday, July 12, on which date it was intended that the World's Congress of Librarians should be opened. It is probable that the first sessions of librarians will take the shape of the World's Congress, and the succeeding sessions be those of the regular National Conference, in which, however, the visiting librarians from other countries will be expected to take part. The meetings will be held, not at the World's Fair grounds, but in the Art Palace on the lake front at the foot of Van Buren Street, near the Auditorium Hotel and a station of the Illinois Central Railroad. It is intended that sessions shall be entirely, or chiefly, in the forenoon, beginning probably at 10 o'clock, leaving the afternoon and evening free for visiting the Fair. The sessions will be so arranged as to afford librarians opportunity to be present at all the meetings, whether of the World's Congress or of the A. L. A.—except that section meetings will probably be arranged for the same dates. Local announcement will be made of the meeting of State librarians, trustees, etc., etc.

It is probable that the first formal session will be on Thursday, July 13, at 10 a.m., but those reaching Chicago should make inquiries on this

point. Those responding to the invitation of the World's Congress Committee will have opportunity to read or to submit their papers on the first or following days; it is not possible at this time to give the program in exact form, as it will not be determined upon in fact until just before the opening of the session. The list given in the June number of the LIBRARY JOURNAL schedules the invitations sent out by the committee, and it is expected that sufficient papers will be sent in response to make a valuable international conference.

The sessions of the American Library Association proper have been arranged, as already stated, so that the several topics treated will ultimately form a comprehensive library handbook, to be issued, under arrangement, by the Bureau of Education for public distribution. In view of this general scheme planned by President Dewey, and the prospect that many papers will be submitted rather than read, the present number of the JOURNAL presents as far as practicable abstracts of the several papers. In these abstracts it has been the endeavor of the writer or the editor to present the salient points so as to invite discussion on questions of importance, even though the papers should not be read in full. As far as practicable, the abstracts are given in the order outlined in President Dewey's circular of topics, but it has not been possible to observe this order exactly, nor to obtain abstracts of all the papers, and the arrangement at the Chicago meeting is likely to be considerably modified from session to session. The conference is expected to extend into the second week, but the number of days cannot be definitely stated.

The official list of topics is appended:

TOPICS.

Libraries in relation to schools.

MISS HANNAH P. JAMES, Osterhout free library.

Lectures, museums, art galleries, etc., in connection with libraries.

JAMES BAIN, jr., Toronto public library.

W. T. PEOPLES, Mercantile library, N. Y.

Libraries from the reader's point of view.

JAMES K. HOSMER, Minneapolis public library.

GEORGE ILES, New York City.

PAUL L. FORD, Brooklyn, N. Y.

Adaptation of libraries to constituencies.

S. S. GREEN, Worcester (Mass.) public library.

Legislation, national, state, and local.

MELVIL DEWEY, Director N. Y. state library.

Buildings.

C. C. SOULE, trustee Brookline (Mass.) public library.

Branches and deliveries.

G. W. COLE, Jersey City (N. J.) public library.

F. H. HILD, Chicago public library.

Light, heat and ventilation.

N. L. PATTON, Chicago.

Fires, protection, insurance.

R. B. POOLE, Y. M. C. A. library, New York.

Library construction for colleges.

JUSTIN WINSOR, Harvard University library.

Fixtures, furniture, and fittings.

HENRY J. CARR, Scranton (Pa.) public library.

Government, constitution, by-laws, and trustees.

H. M. UTLEY, Detroit.

The trustees' relation to the library.

By a trustee for a meeting of trustees only.

E. C. HOVEY, trustee Brookline (Mass.) public library.

R. R. BOWKEE, trustee Brooklyn library.

The trustees' relation to the librarian; by a librarian for trustees.

C. A. NELSON, Newberry library.

The librarian's relation to his trustees.

By a librarian for a session of librarians only.

Service; librarian and assistants, hours, vacations, titles, duties, salaries, and rules for staff.

FRANK P. HILL, Newark (N. J.) public library.

Regulations for readers.

W. H. BRETT, Cleveland public library.

Hours of opening; evening, Sunday, holiday, and vacation opening.

MISS MARY S. CUTLER, N. Y. state library.

ADMINISTRATION.**Executive department. General supervision, including buildings, finances, etc.**

F. M. CRUNDEN, St. Louis public library.

Accession department.

GARDNER M. JONES, Salem (Mass.) public library.

Shelf department.

MISS NINA E. BROWN, Library Bureau, Boston.

Pamphlets.

W. S. BISCOE, New York state library.

Cataloging.

W. C. LANE, Boston Athenæum.

Classification.

HORACE KEPHART, St. Louis mercantile library.

Loan.

MISS MARY W. PLUMMER, Pratt Institute library, Brooklyn.

Binding and repair.

D. V. R. JOHNSTON, New York state library.

SPECIAL LIBRARIES.**Proprietary libraries and their relations to public libraries.**

C. A. CUTLER, late of Boston Athenæum.

United States government aids to library progress.

A. R. SPOFFORD, library of Congress.

College and school libraries and their relation to public libraries.

Prof. G. T. LITTLE, Bowdoin college library.

Free news-rooms and reading-room.**Fiction.**

MISS ELLEN M. COE, N. Y. free circulating library.

READING AND AIDS.**Reading of young.**

MISS C. M. HEWINS, Hartford (Cl.) library ass'n.

Reference-books.

E. C. RICHARDSON, Princeton college.

Assistance to readers.

W. E. FOSTER, Providence public library.

Indexing.

W. I. FLETCHER, Amherst college library.

Scrap-books, clippings, etc.

W. A. BARDWELL, Brooklyn library.

The broad lines on which a large reference library should be organized.

WILLIAM F. POOLE, Newberry library.

Growth of libraries.

WESTON FLINT, U. S. Bureau of Education.

Civil service rules in a public library.

MISS TESSA L. KELSEY, Los Angeles public library.

The opportunities for study offered by the A. L. A. Exhibit are almost boundless. Steele said of a certain lady that "to love her was a liberal education." We cannot claim for the exhibit that it does away with the necessity of our fast multiplying library schools, but we can claim for it that it is the best post-graduate course that could be devised. The exhibits devoted to library architecture, to comparative library methods, and the model library, will be revelations in their way of the possibilities of the modern library, and will, we trust, materially advance uniformity in library methods, towards which there has been a growing tendency. Even to the oldest and most experienced of our profession there will be much that is new. The Leyden Books, the Rudolph Continuous Indexer, and the Annual Literary Index will be seen for the first time by many, and will prove how rapidly the resources of the profession are growing; and we can point to all with the more pride since it is all the work of ourselves. The profession has never carried accounts of its indebtedness, and therefore even in these times needs no clearing-house certificates to adjust its mutual indebtedness. Our profession had always been good for nothing, while being good for something. Without attempting to disturb this system of unrewarded good works, the JOURNAL for itself and for the profession offers its thanks to Chicago, to the World's Fair, to the library workers of Chicago, and to every coöperator and contributor of the A. L. A. Exhibit.

In addition to the library exhibit proper there are many features of interest to visiting librarians, the location of which will be found indicated on the charts of the Fair grounds and of the Liberal Arts building, which are included in this number. There is also included an extract from *The Publishers' Weekly*, giving an account of the book exhibits, which will serve, in a measure, as a guide to these features of the fair.

THE PUBLISHERS' EXHIBITS AT THE WORLD'S COLUMBIAN EXPOSITION.

THE Columbian World's Exposition, view it from whatever point we may, is overwhelming in detail as well as in mass. The American people has simply outdone itself—one feels tempted to say, has overdone it. Not alone the Americans have sinned in this direction, but the foreigners also, tempted by the opportunities offered, have shown themselves off in as many places as possible. One finds a repetition of similar exhibits by the same parties in a number of buildings and departments, in which it may have been difficult to draw the line, but where one feels the line should have been drawn, even at the expense of sacrificing some of the exhibits.

On every hand one is appalled at the thought of the time, labor, energy, and money required in preparing, forwarding, and putting up such an exhibit alone as that made by the various educational institutions of this country. This is, perhaps, without exception, the most creditable of any exhibit made, and one of which the country may justly feel proud, testifying as it does to the great advance in the intellectual development of its people during the seventeen years since our Centennial Exposition.

Architecturally this exposition is an almost endless source of wonder, admiration, and inspiration. This feature alone amply repays the visitor for all the time, trouble, and expense he may have invested in coming hither. Dazzling in daylight, changing with every mood and movement of the spectator, singularly resplendent at night when aflame with myriads of lights, its classic and heroic proportions make an impression that time will hardly efface. For this reason, it is a matter of regret that such noble works of art should not have been cast in more enduring material that they might have stood as monuments to the enterprise of this country and for the education of coming generations in the noble and beautiful in art.

The interest of the book-lover in general and of those connected with the book trade in particular, centres, of course, in the exhibits of the publishing houses of America, Germany, France, and England. Of these Germany, in its quaint old German house on Lake Michigan, in charge of Mr. Otto Baumgärtel, assisted by Mr. Ed. Ackermann, of Chicago, stands easily first when numbers are considered—three hundred and thirty-three firms being represented, of which the firm of Bernhard Tauchnitz alone exhibits

upwards of two thousand volumes. France with its collective exhibit artistically arranged and under the able and energetic direction of M. Emil Terquem, in the gallery of the eastern wing of the Manufactures and Liberal Arts section, facing Lake Michigan, and the United States, with its individual exhibits of about sixty firms, in the gallery of the northwest corner of the same buildings may stand together, each as an exemplar of its own method of exhibiting. England, we are surprised to find, is conspicuous by its absence—a few only of lesser known houses being represented by show-cases that are left to guard and explain themselves. Raphael Tuck & Sons have a large display of cards and chromo-lithographs in this department, and Mr. Zaehnsdorf has a show-case displaying samples of some of his inexpensive bindings and a few samples of his better work. On the ground floor of the Manufactures Building two or three publishing firms are represented in the Spanish department.

The antiquarian will find much interesting matter in the quaint little monastery of La Rabida, on the lake front adjoining the Krupp exhibit. The monastery of La Rabida, located near the town of Palos, Spain, was the refuge on two different occasions of Christopher Columbus. The monks of this institution becoming interested in the plans of Columbus encouraged him and gave him letters to influential persons at court, who eventually assisted him in procuring the desired aid to fit out his expedition. It was a happy thought of the government to erect a fac-simile of this building so closely connected with the memory of Columbus as a shelter for all the relics of Columbus that have been secured for exhibition. Here will be found the originals of many of the famous portraits of Columbus, documents and autographs of great rarity; original maps, among them the Da Vinci map loaned by Queen Victoria, and the Cosa Chart of the West Indies, loaned by the government of Spain; together with a large number of scarce volumes relating to America, including the Vatican exhibit of valuable historical documents and objects of art from the archives of the Vatican, loaned by Pope Leo XIII.

The exhibit of the American Library Association; the specimen of embroidered bindings in the Women's Building and in the jewelry department of the French section; the exhibition of the L'Imprimerie Française at the foot of the stairs, east side column, N. 66, or inside the French Court next to the bronze exhibits; the library in the Children's Building; the German University exhibit in the west gallery of the Manufactures Building and the unique exhibit of *Puck* comprise about all that may have even the remotest interest to the trade, the teacher, librarian, or book-lover.

It was a happy inspiration of Superintendent Peabody to assign to the publishing interests of America, France, Great Britain and Italy the positions they occupy in the gallery of the magnificent Manufactures and Liberal Arts Building. Easily accessible—the American by two staircases in the north and northwest, the French by a staircase at the east, and the others by one in the west—they are still removed from the hurly-burly of the crowds of idle sight-seers and "fair trotters," and so afford a quiet resting-place for the scholar, teacher, and lovers of literature in general.

The Americans especially have been fortunate in the selection of location, and some of them have made the most of it. Though one must regret, in comparing this exhibit with the French and German, that our publishers did not join in making a collective exhibit (which they might have made more effective with less expense to individuals), we are nevertheless pleased to record that both in point of numbers and attractiveness of display the American book trade is fairly well represented.

Ascending the north staircase and turning to the west the first sign of the publishers' exhibits that strikes the visitor's eye is a mammoth wall map (18 x 22 feet) of the United States—the largest ever made—by Rand, McNally & Co. This is on the wall and faces the exhibit of Rand, McNally & Co., which is in charge of Mr. I. N. Wade. They show chiefly a fine line of wall maps, cases with maps on spring rollers, a number of fine globes, including a handsome new relief globe shown for the first time in this exhibit, and their different lines of atlases, indexed maps, etc. In a show-case they display handsomely bound volumes of their standard publications and series.

Proceeding westward we find at the corner of the other side of the aisle the exhibit of L. Prang & Co., in charge of Mrs. Charles T. Sylvester. They show their best color-work on cards, satin, etc. The most attractive being some superb reproductions of water-colors. Interspersed with their prints are some of the original sketches and paintings with which the reproductions in most cases compare favorably.

The next exhibit is that of C. W. Bardeen, of Syracuse, who may be said to be on the Publishers' Row proper of the exhibit, the two first named being a little off the line. Mr. Bardeen has prepared nothing special for the Fair, but is well represented with a full line of his educational publications, supplies, etc.

Adjoining C. W. Bardeen's is the attractive booth of the D. Lothrop Company, in charge of Charles Sampson. Besides a full line of their publications, including magazines, they show the stages of the picture-making process handsomely mounted on a decorated mat; also the plates used in ornamenting book-covers. Large crayon portraits of a number of their authors, including one of Rev. S. F. Smith, author of the hymn "America," adorn the walls, and a handsome bronze bust of the founder of the house greets the eye of the visitor as he enters the door.

Among the pictures that adorn the wall are framed views of the interior and exterior of the new six-story building which the D. Lothrop Company is erecting for its purposes on the corner of India and Atlantic Streets, Boston.

Crossing over to the right-hand side of this Row, opposite the booth of C. W. Bardeen, we find the attractive exhibit of Estes & Lauriat, in charge of Mr. J. W. Clarke, well known to the book trade. This exhibit was at first located a little further east, nearly opposite that of Rand, McNally & Co., and had actually been opened there. Finding that the space which they are now occupying was to be disposed of they promptly moved up "into the middle of the village." Their forms one of the four large spaces that take up the whole of the right-hand side of the Row. The enclosure is fitted up with oak furniture and book-cases, in which are displayed chiefly specimens of their *éditions de luxe*. Foremost among these, of course, is their new issue of Walter Scott, edited by Andrew Lang, of which they show a specimen of the *Connaisseur Edition*, limited to seventy copies, which is certainly a gem among fine books. On the walls they display framed original etchings and other illustrations from their publications. Included in the exhibit of Estes & Lauriat is one made by H. F. Bonaventure, of New York, who shows some rare books in fine and historic bindings.

Next to Estes & Lauriat's booth is a small space occupied by Charles Kurtz, the New York photographer, who besides specimens of his photographic art also displays some fine specimens of his photo-mechanical process-work, which has been successfully used in illustrating books and magazines.

Charles Scribner's Sons occupy the large pavilion next west. Their space is enclosed by an artistic open frame, and with its neat and tasteful furniture and book and show cases makes a very pleasing impression. Besides a judicious selection of their publications in trade bindings they also show a case full of fine bindings by Zaehnsdorf, Riviere, and other masters; special editions of Stanley's "In Darkest Africa," with which are shown two Pigmy arrows presented to the firm by Surgeon T. H. Parke, of the Stanley expedition; "Home and Haunts of Shakespeare," "Audley's Ornamental Arts of Japan," and other of their fine-art books. In their magazine department they show the making of a magazine from the original manuscript through the proofs and the dummy to the finished article. As an object lesson of the progress made in the making of a magazine they show a copy of *The American Magazine*, printed in New York by Samuel Loudon in December, 1787. They also show the process of picture-making from the original "wash" of the artist to the illustration in the magazine. It may be noted here that the cost of the "exhibition number" of *Scribner's Magazine* has been estimated at \$60,000.

Harper & Brothers occupy the handsome oak finished apartment next west. They show a full line of their publications just as they are issued by their house without the adventitious effects of binding, etc. The attractions of their exhibit

consist in framed original drawings of Abbey's illustrations of Shakespeare's comedies, and sketches, "wash" and colored, by Frost, Smedley and others. They are expecting to exhibit the original manuscript of General Lew Wallace's "Ben-Hur," together with autograph manuscripts by many other distinguished writers whose work has been printed in the periodicals or books of Harper & Brothers. Also a series of six volumes, which are to be sold as souvenirs, to be known as the *Distaff Series*. These volumes have not only been written and edited but have been printed and bound by women, and the designs of the covers were made by women. Those now ready are entitled "The Higher Education of Women," edited by Anna C. Brackett, and the "Literature of Philanthropy," edited by Frances A. Goodale. The entire set has been compiled under the supervision of Mrs. Frederick P. Bellamy. A curiosity in their exhibit is a copy of the first book published by this house in 1817—"Seneca's Morals." The house is ably represented by Mr. B. S. Chambers.

Last, but not least, at the extreme west, on this side of the Row, is the attractive exhibit of the Century Company. Their space is entirely enclosed with two doors, one at each side. The enclosure is set out in panels bearing their trademark, the open books, and is painted a light drab. The most attractive feature of this exhibit is the "Evolution of a Dictionary." It begins with a collection of old dictionaries, the first of which is "An English Expositor, by John Bullokar, Doctor of Physick, London, 1616." This we believe was the first English dictionary published. Following this volume are the various later dictionaries, side by side, and opened at the same word. Thus the evolution of style, print, and vocabulary is shown. The series culminates in the "Century Dictionary," in connection with which are shown the making of the "copy," the course the "copy" took through many stages in galley, page, and plate proof; how the illustrations were made; how the copy was preserved by means of photography; metal impressions of the pages, etc. It is curious to note that, despite the volume of material in the book itself, the processes show that in the work of compiling and arranging, much more material was stricken out than was retained. In another case is shown the evolution of a wood-cut such as those that appear in *The Century* and *St. Nicholas*. The process begins with the original India-ink drawing and follows through photographic negative, print on copper, the copper-plate then "bitten in" by acid; then the trial proofs and overlays. As a specimen of an artist's drawing of a picture directly on the wood, a block so treated by Mary Hallock Foote is shown. This artist is said to be one among a very few (if not the only one) who still holds to this plan. In this department are also shown the originals of the artistic views of the Exposition buildings by Castaigne, which were printed in the *May Century*. What adds to the great merit of these pictures is the fact that M. Castaigne painted them over six months ago, when his imagination had to be responsible for the real spirit of his work. In another case are shown the manuscript, daguerreo-

types, and other interesting historical material used in preparing the *War Series* and the "Life of Lincoln." In this is also one of the bronze casts of Lincoln's face and hand made by Leonard W. Volk in Chicago in April, 1860. With them is shown the original ms. of E. C. Stedman's poem on "The Hand of Lincoln" (beginning "Look on this cast and know the hand"), written in December, 1883. *The Century* also shows the original manuscripts of a number of prominent authors, the originals of Cole's "Old Italian Masters," a fine collection of book-covers, and a line of their miscellaneous publications. This exhibit, we understand, was mainly the work of Mr. Ellsworth, and is now in charge of Miss Sarah P. Kissell.

Returning again to the left-hand side of this Publishers' Row to the point where we left it to look at the exhibits of the five last-named publishers, we find adjoining D. Lothrop's booth a rather neglected space in which are placed show-cases containing the publications of Eben Putnam, of Salem; the Salem (Mass.) Press Publishing Co.; Hoyt, Fogg & Dunham, of Portland, Me.; and of the Seeger & Guernsey Co., publishers of the "New Cyclopaedia of Manufactures and Products of the U. S." Next door we find the modest but interesting exhibit of the Volapük societies, presided over by Romeo Tagliabue. They show books, magazines and newspapers printed in almost every country of the world on and in the world-language, which it is claimed is now used by upwards of three millions of people all over the world. Crossing a small aisle at the foot of which is a staircase, we reach the space preëmpted by George Barrie, of Philadelphia, for his books and engravings, but which as yet is not occupied.

We have now reached a corridor on which the publishers' exhibits run from north to south. At the left hand, or east corner, as we face the south, we find the unique exhibit of Houghton, Mifflin & Co. Their booth is built on the order of a Greek temple, finished on the inside in olive green and old English oak. Windows of amber-stained glass give a soft, restful light to the interior. A large, cheerful tiled fireplace occupies the far end, and is flanked by comfortable, old-fashioned, straight-backed settees. The room was designed as an ideal American library by Mrs. Henry Whitman, of Boston, who has designed many of the original book-covers of this house. The book-cases lining the walls are filled with a selection from the three thousand volumes, principally fine editions of American authors, which have been issued by this house. Over these cases are placed the busts of some of their authors—Holmes, Longfellow, Emerson, Hawthorne, Lowell, Whittier and Harriet Beecher Stowe—following the Roman custom to mount the bust of a writer in this way, above his own books. As a curiosity they show Mr. Houghton's personal copy of the first impression of the works of Charles Dickens, which he, as proprietor of the Riverside Press, printed for W. A. Townsend & Co., of 46 Walker Street, New York, in 1861. When this firm failed to claim the work, Mr. Houghton became the publisher of the set which afterward as the green-cloth *Household*

Edition was much sought after by collectors and has long ago become quite scarce and valuable. They also show, as printers, a finely bound copy of Webster's Dictionary. Their representative at the exhibit, Mr. James Macdonald, who has been connected for some years with the Chicago branch of Houghton, Mifflin & Co., is responsible for the statement that since the firm became the printers of the Dictionary in 1847 a letter has gone daily from Merriam's office to the Riverside Press.

Commanding the opposite or west corner of the corridor is the exhibit of D. Appleton & Co. Their space is quite large, and is simply but elegantly fitted up in polished oak, and tapestried and carpeted with materials of terra-cotta color. The walls are hung with plates, chiefly from "Ideals of Life in France." In the show-cases they exhibit finely bound copies of "Recent Ideals of American Art," Darwin's works, *International Educational Series*, Bancroft's "History of the United States," "Picturesque America," "The American Encyclopedia" and others of their more important publications. Unfortunately, this exhibit has no representative, and so loses much of the value it might have to the visitor.

The same criticism holds good of the show-case displays in this corridor made by G. C. Merriam & Co., Duprat & Co., J. B. Lippincott Co., Fleming H. Revell Company, A. C. McClurg & Co., Orange Judd Co., The Britannia Publishing Company, W. T. Keener, William Wood & Co., F. A. Davis & Co., and one or two minor houses. While each of the houses named makes a full exhibit, and in nearly every case shows fine specimens of its work, these exhibits lose all the value and importance they might have to the visitor, because the books in them stand mutely under lock and key, with their backs turned to the beholder. We offer this as a suggestion, in the hope that these houses may combine and place at least one competent representative in charge of their exhibits, who will be at hand to unlock the cases and explain their contents.

On the north aisle, west of the space occupied by D. Appleton & Co. and facing The Century Co., will be found, next to the booth of the *Art Amateur* and two empty spaces, the exhibit of The Open Court Publishing Co., who show, besides bound volumes of their *Monist*, *Open Court* and their scientific books, a show-case full of interesting original manuscripts by F. Max Müller, George Romanes, and other prominent scientists. West of the Open Court Pub. Co. stands the kiosk of the *North American Review*, in which is displayed a show-case full of letters and mss. from W. T. Sherman, Jefferson Davis, Walt Whitman, A. J. Balfour, Henri Rochefort, a letter of Lord Byron to Shelley, and others equally interesting. The last exhibit on this side of the Row is that of the Christian Science Publishing Co.

The educational publishers' exhibits are massed, with a few exceptions, on the right-hand side of the corridor at the head of which we mentioned the exhibits of D. Appleton & Co. and Houghton, Mifflin & Co. In the centre of this

aisle stand the show-cases of G. & C. Merriam & Co., Duprat & Co., J. B. Lippincott Company and Fleming H. Revell Company. On the left-hand side, next to Houghton, Mifflin & Co., are the show-cases of A. C. McClurg & Co., the Orange Judd Company, and of the Britannia Publishing Co. (formerly the Henry G. Allen Co.). Adjoining these are the booths of Colby & Co., of New York, displaying historical charts; the Phonographic Institute, showing the shorthand text-books of Benn Pitman and Jerome B. Howard; the Central Supply Co., of Chicago, exhibiting school supplies, furniture, etc.; and the Concordia Publishing House, of Chicago, with a full exhibit of Lutheran publications. The show-cases of three medical publishing houses—Wm. Wood & Co., F. A. Davis & Co. and W. T. Keener—wind up the exhibits on the left-hand side of the corridor as the visitor moves to the south.

Returning to the upper right-hand side we find next to D. Appleton & Co.'s pavilion the educational book exhibits of A. Flanagan, of Chicago; E. L. Kellogg & Co., publishers of the *School Journal*, *The Teachers' Institute*, whose attractive exhibit is used as headquarters by many teachers; the New England Publishing Co., of Boston; Leach, Shewell & Sanborn, of Boston; Ginn & Co., in whose cosy, home-like apartment they exhibit, besides their own publications, a valuable collection of old and rare books on logic, rhetoric and language; D. C. Heath & Co., in whose space are also represented the University Publishing Co. and A. Lovell & Co.; Silver, Burdett & Co. and the Methodist Book Concern.

We have now reached a corridor or aisle that runs east and west, the block of which extending from the exhibit of the Methodist Book Concern to the extreme west aisle may for convenience sake be named Church Street, the various denominations and their publication societies being represented here. Next to the Methodist Book Concern are the exhibits of the Epworth League, the Church of Christ, and of the Methodist Church in general. In the latter will be found a number of interesting historical relics, such as the Bible used by Philip Embury in the first Methodist meeting-house in New York, etc. Adjoining this space to the north are the exhibits of the National Temperance Society and of the National Christian Association.

South of the Methodist Church exhibit across the corridor will be found the interesting exhibit of the American Bible Society. In a general way the purpose of the Bible Society is to show to the visitors at the World's Fair, by this exhibit, the work it has accomplished and the progress it has made in the seventy-six years of its existence. On the west aisle south of the Bible Society will be found the American Tract Society. On the corridor east of the Bible Society are ranged the neat booths of the religious denominations in the following order: Presbyterian, Congregational, Unitarian, New Jerusalem Church, United Brethren and Seventh-Day Baptists. In all of these exhibits are shown the publications issued by the denomination occupying it and often other interesting matter besides. A. GROWOLL.

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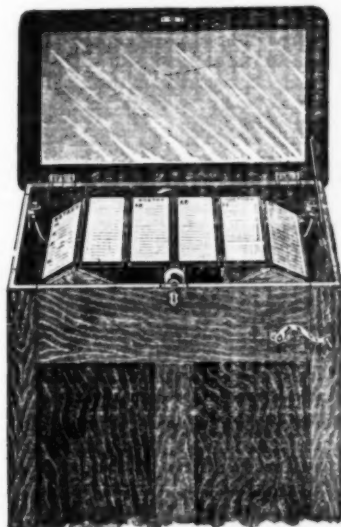
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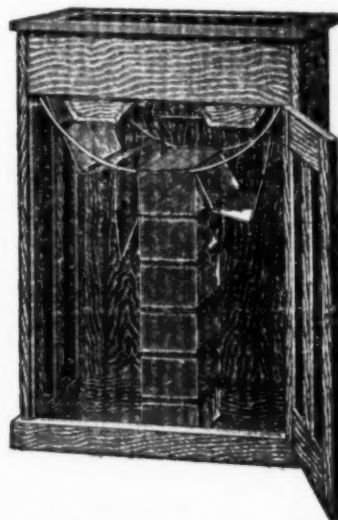
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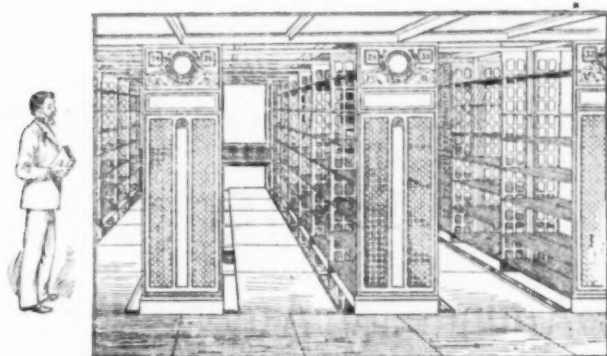
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